



ACS DATALINE, LP

Injury and Illness Prevention Plan (Rev 5;December 2007)

INJURY AND ILLNESS PREVENTION PROGRAM

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Portions of this manual were obtained from a model provided by Stanford University (© 1998 Stanford University - All rights reserved - Credits Updated 02/10/99); the original ACS Dataline Safety Manual written by Mark Thierman and Roy McNeill, (© 1993 – All Rights Reserved); and, a model provided by John Hicks of the Texas Workers Compensation Insurance Fund. Copyrighted 2001/2003 – James T. Tramel.

INJURY AND ILLNESS PREVENTION PROGRAM

1. INTRODUCTION

A. The Basics Surrounding Safety

State and federal law, as well as company policy, make the safety and health of our employees the first consideration in operating our business. In fact, the Occupational Safety and Health Act of 1970, better known as OSHA, clearly states that the safety and health must not only be a part of every operation, but that it must be a responsibility of every employee at every level within the organization.

The management of this company is committed to allocating and providing all of the resources needed to promote and effectively implement the injury and illness prevention program, and shall conform to the best practices of our field. It is the intent of ACS Dataline, LP and ACS Dataline of the Northwest, Inc. (known collectively as “ACS”), to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. It is our absolute conviction that we have the responsibility to provide a safe and healthy work environment, and shall make all reasonable efforts to:

- Protect the health and safety of the Company’s personnel
- Provide safe workplaces including, administrative offices and job sites for its personnel
- Provide information to its personnel regarding health and safety hazards

- Identify and correct health and safety hazards and encourage its employees to monitor and report hazards
- Provide information and safeguards for its personnel regarding environmental hazards arising from operations of the company

For this program to be successful, every employee must develop a positive attitude to prevent injuries and illness that we can control. It will require the cooperation of everyone. We ask that each of our employees be constantly on the alert for conditions that either produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to his/her health. Please immediately inform your supervisor of any unsafe condition.

Remember, safety is no accident; think safety and the job will be safe.

B. Safety Policy Statement

It is the policy of ACS that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of the management team to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of our company and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his/her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Each employee is responsible for the housekeeping duties that pertain to their jobs.

Every injury that occurs on the job, even the slightest cut or strain, must be reported to management and/or the Corporate Safety Manager as soon as possible. Please follow the guidelines as listed in Appendix One. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. **Please work safely....It is everyone's business.**

C. Violence in the Workplace Policy

ACS Dataline has developed a policy that provides guidelines for responding to violence or threats of violence in the workplace. The type of situation dictates the general roles and responsibilities of employees, supervisors, managers and the Safety department. There are specific procedures for responding to:

1. Threats of violence (Appendix Three)
2. Acts of violence not involving weapons (Appendix Four)
3. Acts of violence involving weapons (Appendix Five)

D. General Safety Rules

It is the policy of ACS that everything possible will be done to protect you from accidents, injuries and/or occupational illness while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment. No one likes to see a fellow employee injured by an accident. Therefore, all operations must be planned to prevent accidents. To carry out the policy, the following rules will apply:

1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job. All employees shall report all unsafe conditions or practices to the proper authority, including the supervisor on the project, and, if corrective action is not taken immediately, a governmental authority with proper jurisdiction over such practices.
2. The supervisor shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
3. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.
4. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hard-hats, respirators, eye protection) will be worn whenever needed/as required.
5. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs, which might impair motor skills and judgment, shall not be allowed on the job.
6. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well being of other employees are prohibited.
7. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
8. No one shall be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
9. There will be no consumption of alcohol and/or any illegal substance on the job.

10. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies or damage promptly to the supervisor.
11. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
12. All injuries should be reported to the supervisor so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
14. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste.
15. Do not wear shoes with thin or torn soles.

E. Safety Equipment

Proper safety equipment is necessary for your protection. ACS, when required, will provide the best protective equipment it is possible to obtain.

We ask that you use all safeguards, safety appliances, or devices furnished for your protection and comply with all regulations that may concern or affect your safety. Wear your gear properly - all snaps and straps fastened, cuffs not cut or rolled.

Your supervisor will advise you as to what protective equipment is required for your job.

Certain jobs require standard safety apparel and appliances for the protection of the employee. Your supervisor is aware of the requirements and will furnish you with the necessary approved protective appliances. These items shall be worn and effectively maintained as a condition of your continued employment and part of our mutual obligation to comply with the Occupational Safety and Health Act.

- Safety goggles, glasses and face shields shall correspond to the degree of hazard, i.e., chemical splashes, welding flashes, impact hazard, dust, etc. Do not alter or replace an approved appliance without permission from your supervisor.
- Specified footwear must be worn.
- No jewelry of any type shall be worn around power equipment.

2. RESPONSIBILITIES

A. Program Administrator

The ultimate responsibility for the Company's Injury and Illness Prevention Program rests with the President/CEO of ACS. The Safety Manager has been appointed as the Program Administrator, and the responsibilities include:

1. Advising senior management on safety and health issues
2. Working with senior management to develop safety and health guidelines and policies
3. Preparing and distributing the Company guidelines, policies and procedures on safety and health issues
4. Maintaining current information on local, state and federal safety and health regulations and issues
5. Planning, organizing and coordinating safety committee meeting
6. Developing a code of safe practices and inspection guidelines
7. Arranging for safety and health inspections and follow up to insure necessary corrective action is completed
8. Establishing, conducting and maintaining an injury/illness/accident report and investigation procedure
9. Coordinating with the Company Risk Manager on maintaining injury and illness records (OSHA 200/300 log)
10. Preparing and posting the OSHA 200/300 Logs
11. Reviewing injury and illness trends
12. Establishing a system for maintaining the records of inspections, hazard abatement and training

B. Group Senior Level Managers

Group Senior Level Managers are responsible for ensuring that:

1. Individuals under their management have the authority to implement appropriate health and safety policies, practices and programs
2. Areas under their management have adequate funding for health and safety programs, practice, and equipment
3. Areas under their management are in compliance with Company health and safety practices, policies and programs

C. Supervisors

Supervisors are responsible for implementing this program

D. Employees

We recognize the success of any company-wide endeavor is largely dependent upon the entire work force. This company recognizes the value of employee involvement to assist us in realizing the goals we have set for ACS Dataline, LP. Employees are responsible for following the requirements of the Injury and Illness Prevention Plan. This includes:

1. Keeping themselves informed of conditions affecting their health and safety
2. Participating in training programs, as required
3. Adhering to healthy and safe practices in their workplace
4. Advising their supervisors of potential hazards in the workplace

E. Safety Department

The Safety Department is responsible for the development and administration of the Injury and Illness Prevention Program. The Safety Manager will aggressively solicit from all employees the assistance for, and commitment to, the implementation of the Safety and Health Program.

1. All employees are encouraged and expected to become involved in all aspects of implementing the Safety and Health Process.
2. All employees are expected to utilize established avenues to solicit and receive comments, information, and assistance where safety and health is concerned

3. All employees are expected to perform their job duties in a safe manner.
4. All employees are required to abide by all safety and health policies, procedures, and rules.
5. All employees of this company will adhere to the safety and health regulations established by federal, state, and local agencies.
6. All employees are expected and required to adhere to the safety and health program of this company. **This is not optional!** Continued employment with ACS is contingent upon your recognizing and abiding by the safety and health policies, procedures, and rules established by this company.
7. Adhering to the safety and health program which includes:
 - Assisting supervisors in conducting workplace hazard assessments to identify, evaluate, and correct hazards
 - Providing training and technical assistance to managers and supervisors on implementation of the Injury and Illness Prevention Program
 - Reviewing, updating and evaluating the overall effectiveness of the Injury and Illness Prevention Program

F. Safety Committee

The Safety Committee shall consist of the Program Administrator and the Group Safety Coordinators (as designated by the Group Senior Level Managers) as listed on Attachment A hereto. This committee is responsible for the review and documentation pertaining to the safety and health programs of their divisions. The records to be reviewed include the On-Site Injury Log (Attachment B), Accident/Incident Investigation and Corrective Action Reports (Attachment C), Facility Self-Inspection Reports (Attachment D), and the Hazard Assessment and Corrective Action Report (Attachment E). The Safety Committee will review these records quarterly and will focus on hazard analysis and recognition of developing trends.

Trend analysis will identify recurring accidents and near miss incidents that result in or potentially involve injury, illness, and/or property damage. The analysis will also recognize repeated hazards/violations needing corrective action to identify which program component is causing the hazard to exist.

Employees will be made aware of developing trends and hazard exposure as they are recognized. Accident trends or hazard recurrences will be a focal point for corrective action and employee training as required.

Employee training records will be reviewed on a regular basis to ensure an adequate and effective training program is maintained. Employees will be interviewed from time to time to establish retention of training requirements and determine which requirements should be modified or repeated. The results of the review will be formally presented to the Executive Committee of the Company: CEO; VP – Ops; VP – Sales; and the CFO no later than two weeks after the review has been completed.

3. REQUIREMENTS

A. Compliance

The Company shall ensure that employees comply with safe and healthy work practices. Managers and supervisors are responsible for establishing and maintaining good health and safety practices. To ensure compliance:

1. Employees are recognized for following safe and healthful work practices (e.g., oral acknowledgments at receptions, small gifts such as plaques, etc.)
2. Employees are trained and retrained, as necessary or as required
4. Health and safety practices will be integrated into new employee job descriptions and performance appraisals
5. Disciplinary actions with employees for failure to follow safe and healthful work practices are taken, when appropriate
6. An anti-reprisal policy for employees reporting safety and health concerns is enforced

B. Record Keeping

ACS **firmly** believes that the only valid means of reviewing and identifying trends and deficiencies in a safety and health program is through an effective record-keeping system. The record-keeping element is also essential in tracking the performance of duties and responsibilities under the program. The records listed in this section will be kept by the Safety Manager, and will be maintained at the corporate offices located at 1826 Kramer Lane, Austin, TX 78758. These records will be stored for a minimum of 5 years.

1. “The First Report of Injury” (Attachment F) will be filed for each injury or illness. Recordable injuries and illnesses will be recorded on the OSHA 300 log within six workdays after learning of its occurrence. The OSHA 300 log will be posted from February 1st to April 30th of each year in a conspicuous location at each location and at each jobsite that employs 10 or more ACS employees.
2. “Trend Analysis” documentation will include noted trends and corrective measures.

3. Documentation of safety meetings and employee training(s) will include the date of the meeting/training, name of the trainer, topics covered, and a signed Attendance Roster.
4. Incident investigation documentation will include a description of the occurrence, corrective measures taken, and employee retraining if required.
5. Office inspections will be conducted semi-annually. Documentation will include the date of the inspection, name of the person conducting the inspection, location of the inspection, discrepancies found, and a comment section for corrective action.
6. Equipment inspection and maintenance records will be maintained, as required.
7. Employee exposure related medical records will be kept the duration of employment plus 30 years.
8. Reports generated as a result of comprehensive surveys conducted by outside professional agencies will receive immediate attention and consideration. All hazards which are identified and noted and any recommendations will be acted upon in a timely manner. All methods of addressing the issues contained in the reports will be documented in writing and a copy maintained with the survey report. This documentation will also show the date corrections were made or actions taken. The Group Safety Coordinator for the affected location will ensure the corrective actions are taken and documented.

4. COMMUNICATION

ACS Dataline shall communicate with all affected employees on matters related to occupational safety and health, including provisions designed to encourage employees to inform the employers of hazards at the worksite without fear of reprisal.

ACS Dataline will use various communication systems to relay information to all employees on matters relating to occupational safety and health. Those systems will include but not be limited to:

A. Training

The training subjects and materials are developed utilizing industry and site specific criteria relating to identified and potential hazards, accident and incident data, and training required by federal regulations. The orientation, and subsequent training sessions will include, but not be limited to, the following:

1. Hazards of job or task assigned
2. Safety Rules
3. Emergency procedures (i.e. first aid, fire extinguishers, alarm system)
4. Personal protective equipment, if required
5. Specific equipment operation training
6. Employee incident reporting requirements
7. Accident investigation (supervisor and other designated personnel)
8. Any federally required training not included or addressed above
9. Equipment Safety (i.e., ladders, scaffolding, etc.)

The training program shall be administered in two phases consisting of new employee orientation and regular periodic/refresher training sessions. Aside from the formal safety and health related training classes, employees will receive guidance and instruction on safe operating procedures of each assigned job or task.

B. Health and Safety Publications

Health and Safety Publications will be made available from the Safety Department. Call or e-mail john_shank@acsdataline.com to request printed copies.

C. Health and Safety Meetings

1. *Orientation Meeting*

Each employee will receive a safety briefing during his/her new hire orientation. Employees will sign a document stating that they have received the training.

2. *Quarterly Meeting*

Periodically (normally once per quarter), all Administrative employees will be required to participate in a safety meeting/briefing. Each employee must ensure that they have signed the attendance roster in order to get credit for the meeting.

3. *“Tailgate” meetings*

“Tailgate” meetings are also known as JOBOX meetings. They are normally held at the worksite. Employees must ensure that they have signed the attendance roster in order to get credit for the meeting.

D. Anonymous Hazard Reporting

The Safety department telephone number for confidential hazard reporting is (800-477-1855 x671). Any employee may call this number anonymously, or confidentially, to report a hazard or share a health and safety concern.

E. Anti-Reprisal Policy

Employees shall not be discharged or discriminated against in any manner for bona fide reporting of health and safety hazards to the Company or to appropriate governmental agencies. Supervisors shall inform employees and students of this policy and encourage reporting of workplace hazards to the management. Employees who feel that their rights related to the “Anti-Reprisal” policy have been violated should contact the Safety Manager (512-719-6671).

5. SCHEDULED AND PERIODIC INSPECTIONS

The purpose of incident and accident investigations can be defined by one word - - "**Prevention**". Incident and accident investigations should be viewed as an opportunity to correct deficiencies, **not find fault or place blame**. Only when all incidences are reported and investigated (major, minor, as well as non injury incidents) can we identify the causes and implement corrective action to prevent their recurrence. It is the policy of ACS that all incidences and accidents be reported immediately and investigated thoroughly. To assist in evaluating our program, we have established an incident and accident investigation program will provide an opportunity for management to evaluate and correct deficiencies found within the safety program. Some examples of what will be investigated are:

- Problems that cause accidents
- Something has gone wrong in the process, operation, or task
- Someone has failed to perform a task properly or safely
- A hazardous condition exists without adequate safeguards
- A process, substance, or defect exists and creates a hazardous condition
- Human failure
- Technical failure
- Organizational failure
- Material failure & natural phenomena

The depth of the investigation should not be determined by the severity of the injury or the amount of financial loss, but rather by the **potential** severity and the probability of recurrence of the accident or near miss (both to the employee and to the equipment). The difference between major, minor, and non-injury incidences are often times merely determined by **LUCK or CHANCE**.

A documented investigation will be initiated as soon as practically possible after each accident or incident while the details surrounding the incident are still recallable in the minds of those involved. The Safety Coordinator of each Group will responsible for all accident/incident investigations. Formal Incident Investigation training is not mandatory,

and the Incident Investigation Report (Attachment C) will be used as a guide in documenting the occurrence of an accident and in training personnel to properly investigate accidents. It is important to investigate **ALL** accidents, no matter how minor.

A. Self - Inspection Schedule

The Company shall establish procedures for identifying and evaluating work place hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Supervisors are responsible for seeing that semi-annual inspections are conducted. To assist supervisors, the Company has developed self-inspection standardized forms and checklists and guides for inspection and record keeping. The Company will also conduct periodic surveys to assist the supervisors in identifying and correcting potential hazards. Inspections shall be conducted according the following schedule:

1. Upon the initial establishment of IIPP.
2. When new substances, processes, procedures or equipment which presents potential new hazards are introduced.
3. When new, previously unrecognized hazards are identified.
4. When occupational injuries or illnesses occur

B. Reporting Procedures

The Company shall investigate occupational injury or illness. These incidences are to be investigated by the applicable Group Safety Coordinator to which the individuals connected with the incident are assigned. This investigation should be accomplished immediately after an incident (includes all near-miss incidents) has been reported. The following standardized procedures for reporting and investigating occupational injuries, illnesses, and accidents are reviewed below.

1. Reporting Procedures – Deaths, Serious Injury or Illness
 - a. Employee reports accident/exposure to supervisor as soon as possible
 - b. Supervisor immediately contacts the applicable Safety Coordinator to report deaths, or serious injury or illness (defined as more than 24 hours hospitalization other than for observation, permanent disfigurement, loss of body part). The Safety Coordinator shall immediately report the incident to the Safety Manager. In case of a work related death, the Safety Manager will report the occurrence to OSHA within 8 hours of the occurrence.

- c. The Safety Manager will immediately report all deaths and any serious injury or illness to the CEO. Other incidents may be reported on a case-by-case basis (i.e., chemical carcinogen exposure).
2. Reporting Procedures – Non Serious Injury or Illness
- a. Employee reports accident/exposure to supervisor as soon as possible
 - b. Supervisors and/or employees shall complete standardized forms for accident/exposure investigations
 - 1) The Employer's First Report of Occupational Injury or Illness Form (Attachment F, or an equivalent form) must be completed for all accidents, illness/exposures to employee's immediately/as soon as practical after the injury has occurred. Supervisors and/or employees are to complete the report and forward it to the applicable Safety Coordinator. The Safety Coordinator should log the incident on the On-Site Injury Log (Attachment B) and forward a copy of the First Report of Occupational Injury or Illness Form to the Safety Manager.
 - 2) The applicable Group Safety Coordinator should maintain a "lost time" log for the applicable employee, if that employee experiences any "lost time workdays".
 - 3) All forms are to be submitted to the Safety Manager, 1826 Kramer Lane – Suite M, Austin, TX 78758. Forms can also be emailed to safety@acsdataline.com or john_shank@acsdataline.com

C. Death, Serious Injury and Serious Illness Investigation Procedures

ACS Dataline has an Incident Investigation Team ("IIT") which will consist of the Safety Manager and the applicable Group Safety Coordinator (or his designee). This team may be augmented from time to time with other on-site Division Personnel. The Incident Investigation involves the following steps:

- 1. IIT interviews injured workers and witnesses
- 2. IIT examines workplace for factors associated with the accident/exposure
- 3. IIT determines the possible cause of the accident/exposure
- 4. IIT notifies the supervisor who shall take corrective action to prevent the accident/exposure from recurring
- 5. IIT records the findings and corrective actions taken

6. When occupational injuries or illnesses occur.

7. Self-Inspection

- a. Each Safety Coordinator (or their designee(s)), shall, during the first or second week of the semi-annual period, conduct an in-house safety and health self-inspection that will cover the entire operation and equipment. All inspections will be conducted on an ongoing basis without interruption. The applicable Group Safety Coordinator shall allocate adequate time and resources to perform the surveys.
- b. An inspection checklist specific to each Groups operation will be utilized for this inspection. The checklist will be developed utilizing a general inspection checklist and will be evaluated and updated with hazards that are identified during the inspections and other pertinent data as it is acquired. The contents of this checklist will be reviewed on a regular basis to ensure that it is current and updated. The completed checklists (Inspection Reports) will become part of the permanent record of the individual site inspection and will serve as a confirmation of the audit. The Group Safety Coordinator will forward a copy of the Inspection Report to the Safety Manager no later than the end of third week following each semi-annual inspection. The Inspection Reports will be used in trend analysis and record keeping.
- c. Employees must be notified of any hazards that pose an immediate threat of physical harm or property damage, and informed of measures or steps that will be taken to eliminate, correct, or control the hazard either verbally, or in writing, or both.
- d. The Safety Committee will review the inspection checklists and any other established documentation to ensure that a course of corrective action has been established for eliminating each deficiency.

D. Outside Agencies

Outside agencies may at times, be asked to conduct periodic inspections at Company locations. Inspections conducted by outside agencies will allow the Company to expand its inspectional responsibilities. The company may request a comprehensive safety and health audit from our workers' compensation insurance carrier on an annual basis. Audits such as these will identify existing and potential hazards and non-compliance issues that should be addressed. The findings of the surveys will be discussed and recommendations for corrective actions suggested. Audits will also be conducted to evaluate the overall effectiveness of the Safety and Health Process and employee training. Recommendations will be made to enhance the performance of the safety and health program. Reports will be forwarded to management for review.

E. Record keeping of Scheduled and Periodic Inspections

Records of scheduled and periodic inspections to identify unsafe conditions and work practices shall be maintained for a minimum of three years. The records shall include:

1. The person(s) conducting the inspection
2. Any description of the unsafe conditions and work practices
3. The actions taken to correct the identified unsafe conditions and work practices
4. The on-site supervisor responsible for maintaining these records.

6. PERIODIC REVIEW AND REVISION COMPONENT

The Safety Committee will review the Safety and Health Program manual components during February of each preceding year to identify insufficiencies or component failure(s). Each component will be audited individually with the findings documented and recorded. This documentation will be used to identify deficiency trends in the program and to track improvement modifications. This documentation will be maintained for a minimum of one year. Areas that will be carefully evaluated include:

1. Operations added; Equipment added or changed
2. Adequacy of personal protective equipment
3. New related standards
4. Self inspections
5. Training
6. Accidents
7. Trends
8. Procedures - Do they still "fit" the operation, are they still applicable? IS THE SAFETY PROCESS EFFECTIVE?
9. Any changes in the Safety Program will be documented and all employees will be informed of these changes.

7. HAZARD CORRECTION

The Company has a commitment to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazards. Hazards shall be corrected according the following procedures:

- A. **When observed or discovered.** Unsafe conditions that cannot be corrected with resources available to the supervisor or manager must be reported to the next higher level of management
- B. **When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property.** All exposed personnel will be removed from the area, except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with necessary safeguards.

8. SAFETY TRAINING AND INSTRUCTION

Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and illness prevention program into action. Training shall be provided to all employees, both supervisors and employees alike:

- When the IIPP is first established
- When new employees are hired
- When employees are given new job assignments for which training has not previously been received
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever the employer is made aware of a new or previously unrecognized hazard
- When employees become supervisors (so that they can familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed).

The content of each training session will vary, but each session will attempt to teach the following:

- The success of ACS Dateline's Injury and Illness Prevention Program depends on the actions of individual employees as well as a commitment by ACS Dataline.
- Each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.
- Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.
- Each employee will learn what to do in case of emergencies occurring in the workplace. Supervisors are also vested with special duties concerning the safety of

employees. The supervisors are key figures in the establishment and success of ACS Dateline's Injury and Illness Prevention Program. They have primary responsibility for actually implementing the injury and illness prevention program, especially as it relates directly to the workplace.

- Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize them, the potential effects of these hazards, and rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual.

A. General Requirements

The Company requires that all personnel shall be trained to protect themselves from hazards in their working environment. Supervisors shall train employees in:

1. General health and safety practices
2. Job-specific health and safety practices and hazards
3. Recognition and assessment of health and safety risks
4. Minimization of risks through sound safety practices and use of protective equipment
5. Regulations and statutes applicable to their work.

B. Training Program

The training program is designed to ensure that safety training is accomplished on a monthly basis. The training is split into the following elements:

1. Orientation Training

The orientation training will be administered to all new employees prior to them arriving at their initial work assignment. The orientation will consist of all required training programs as well as job specific safety and health information.

All new employees will be given a tour of the facility and an opportunity to pose questions to expedite the familiarization process. New employees will not be released to an individual job assignment until it has been determined by the Supervisor, that the individual has retained the minimal acceptable elements of the training provided and pertinent information to safely perform the assigned duties. A

New Employee Checklist (Attachment G) has been devised to document orientation training.

2. Periodic Training

All employees are required to participate and become involved in the ongoing health and safety-training program. Safety presentations may be accomplished during each “job box” or “tailgate” meeting. If weekly safety presentations are not made, a monthly safety presentation must be held. All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment. Each Group Safety Coordinator has the authority to assess training effectiveness and is responsible for enforcing implementation of criteria requirements of all training. Training sessions and safety meetings will be documented as to date held and presentation made. All employees attending the session must sign the presentation attendance sheet.

Formal safety training meetings are required for Administrative and Support personnel on a quarterly schedule. The purpose of the meeting is to convey safety information and answer employee questions. The format of most meetings will be to present new training and to determine if additional training is required. At each meeting, the supervisor will review a portion of the company's safe work practices contained in this booklet, or other safety related information. Whenever a new practice or procedure is introduced into the workplace, it will be thoroughly reviewed for safety. A sign-up sheet will be passed around each meeting, and notes of the meeting will be distributed afterwards.

ACS also requires its supervisors to hold informal training sessions during “tailgate/jobbox” meetings normally held at each job-site. Training topics will include hazard communication (i.e., hazard identification, hazardous materials safety, hazard reporting), emergency response and evacuation procedures, fire and earthquake safety, rights and responsibilities, personal protection, and record keeping - provided as applicable. A sign-up sheet will be passed around each meeting, and notes of the meeting will be distributed afterwards.

3. Specific Training

Normally the supervisors will provide this type of training. It consists of information specific to a specific job-site and/or a specific hazard and/or equipment used by these individuals. Training is normally conducted by one or more of the following methods: safety meetings (formal or informal), material safety data sheets, videos, pamphlets, booklets, and postings.

C. Employee Training Responsibility

Teaching safety is a two-way street. ACS Dataline can preach safety, but only employees can practice safety. Safety education requires employee participation. Remember, the following general rules apply in all situations:

1. No employee will be required to undertake a job that has been declared to be unsafe. Employees who have reason to believe that a job is “unsafe” should contact their immediate supervisor. The supervisor will determine whether the job can be safely performed.
2. No employee is expected to undertake a job until he/she has received adequate safety instructions, and is authorized to perform the task
3. No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely
4. Mechanical safeguards must be kept in place
5. Employees must report any unsafe conditions to the job site supervisor and the applicable Group Safety Coordinator
6. Any work-related injury and illness must be reported to management at once
7. Personal protective equipment must be used when and where required. All such equipment must be properly maintained.

D. Training Resources

1. ACS Dataline will assist in providing health and safety training to employees on a variety of topics.
2. ACS Dataline has developed standardized forms for training record keeping.
3. ACS Dataline will establish a safety video library and a collection of safety publications, which may be used in implementing training programs.

E. Record keeping of Training Records

The Supervisor is responsible for maintaining these records. The on-site supervisor will forward a copy of the signed Training document of the Attendance document to the Safety Manager for recording and filing purposes.

9. GENERAL CODE OF SAFE WORK PRACTICES

A. Powder Actuated Tools

The employees using powder-actuated tools must be properly trained and will be issued a card as proof of that training. Some of the powder-actuated tools being used have written approval of the Division of Occupational Safety and Health. Check to see which tools require a certification and which certificates have been issued.

Each powder-actuated tool should be stored in its own locked container when not being used. Signs measuring at least 7" by 10" and in bold face type reading "POWDER-ACTUATED TOOL IN USE" must be placed conspicuously when the tool is being used.

All powder-actuated tools must be left unloaded until they are actually ready to be used. Each day before using, all powder-actuated tools must be inspected for obstructions or defects.

The powder-actuated tool operators must have and must use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors whenever they are using the machines.

B. Lockout-Blockout Procedures

All machinery or equipment capable of movement must be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required. The locking-out of the control circuits in lieu of locking-out main power disconnects is prohibited. All equipment control valve handles must be provided with a means for locking-out. The lockout procedure requires that stored energy (i.e., mechanical, hydraulic, air) be released or blocked before equipment is locked out for repairs.

C. Confined Spaces

Before entry into a confined space, all impellers, agitators, or other moving equipment contained in the confined space must be locked-out. Ventilation must be either natural or mechanically provided into the confined space. All hazardous or corrosive substances that contain inert, toxic, flammable or corrosive materials must be valved off, blanked, disconnected and separated. Atmospheric tests should be performed to check for oxygen content, toxicity and explosive concentration. Atmospheric tests must be performed on a regular basis in a confined area where entry is required. The area must also be checked for decaying vegetation or animal matter that could produce methane. Adequate lighting must be provided within the space. If the

confined area is located below the ground or near where motor vehicles are operating, care must be taken that vehicle exhaust or carbon monoxide does not enter the space.

The program will include an explanation of what an MSDS is and how to use and obtain one; MSDS contents for each hazardous substance or class of substances; explanation of the "Right to Know"; identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area; the health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used; as well as informing them of hazards of non-routine tasks and unlabeled pipes.

D. Electrical

The workplace will be aware of the OSHA Electrical Safety Orders and will comply with the same. Employees will be required to report any hazard to life or property that is observed in connection with a job, electrical equipment or lines. Employees will be expected to make preliminary inspections or appropriate tests to determine conditions before starting work. When equipment or lines are to be serviced, maintained or adjusted, employees must be aware of open switches. Lockouts must be tagged whenever possible.

Equipment such as electrical tools or appliance must be grounded or of the double insulated type. Extension cords being used must have a grounding conductor. The workplace supervisor must be aware if multiple plug adapters are prohibited.

If ground-fault circuit interrupters are installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed, temporary circuits must be protected by suitable disconnecting switches or plug connectors with permanent wiring at the junction.

Employees who regularly work on or around energized electrical equipment or lines will be instructed in cardio-pulmonary resuscitation (CPR) methods and or procedures as required.

E. Noise

An ongoing preventive health program will be utilized to educate employees in safe levels of noise, exposure, effects of noise on their health, and use of personal protection. Hearing protective equipment (noise attenuating devices) will be available to every employee working in areas where continuous noise levels exceed 85db. To be effective, ear protectors must be properly fitted and employees will be instructed in their use and care.

F. Ergonomics

With the introduction of computers into the workplace, new areas of physical debilitation have been recognized. These new potential hazards have required a redesigning of both the workplace and how employees work. A set of standards will be developed and practiced with this new technology.

Furniture will be adjustable, positioned and arranged to minimize strain on all parts of the body. A glare screen to prevent eyestrain will minimize the glare of a computer screen. Repetitive motions can harm, back, shoulders, neck, wrists and other parts of the body, so employees will not proceed with a task when they are physically feeling impairment in these areas.

G. Safety Posters

ACS Dataline is required to post certain employment related information. The required information is maintained on the bulletin board where employees can find the following required posters:

- Various state and federal orders regulating the Wages, Hours and Working Conditions in certain industries
- Pay Day Notices
- Anti-Discrimination Poster
- Equal Employment Opportunity is the Law (EEOC form)
- OSHA Safety and Health Protection on the Job
- Notice of Worker's Compensation Carrier
- Notice to Employees: Unemployment Insurance and Disability Insurance
- Notice: Employee Polygraph Protection Act (form WH 1462)
- Access to Medical and Exposure Records
- Notice to Employees: Time Off to Vote

In addition to the above listed notices, a copy of this injury prevention program, a log and summary of Occupational Injuries and Illnesses, a copy of the ACS Dataline Code of Safe Work Practices and a Fire Prevention and Evacuation Plan will be posted.

Material Data Safety Sheets for ACS Dataline's premises are available in the main office of each location. When employees are required to work on the premises of any other employer, such as a service call or installation situation, the job site will maintain a collection of Material Data Safety Sheets that describe any hazards unique to that site. Check with the other employer's job site coordinator or supervisor for the exact location of the MSDS information.

In addition to these required safety postings, emergency numbers are maintained in each of the offices or with the supervisor.

In most cases of real emergency, call 911. State your name, the nature of the emergency, and exact location of the injury. Answer all questions completely. DO NOT use 911 for routine calls to police or fire departments.

H. Licenses and Permits

In addition to other postings required by law, ACS Dataline maintains a copy of all necessary business licenses, permits, and notices required by the National Labor Relations Board or other governmental bodies, notices of citations during abatement periods, and other required information which are posted during the appropriate times on the bulletin board.

I. Hard-Hats

At ACS Dataline, hard-hats are required at all times in designated areas, when appropriate. Hard-hats are common in our industry. When you wear a hard-hat, wear it right. Keep it squarely on your head with the inside band properly adjusted. See your supervisor if you're having trouble adjusting the hard-hat.

J. Work Area - General

Fire extinguishers must remain accessible at all times. Means of egress should be kept unblocked, well lighted and unlocked during work hours. Excessive combustibles (paper) may not be stored in work areas.

Aisles and hallways must be kept clear at all times. Designated employees have been trained to respond to a fire or other emergency. Workplaces are to be kept free of debris, floor storage and electrical cords.

Adequate aisle space is to be maintained. File cabinet drawers should be opened one at a time and closed when work is finished.

Proper lifting techniques are to be used by employees to avoid over exertion and strain when carrying loads.

No alcohol, intoxicating, or illegal substance may be consumed prior to or during work.

K. Driving

Drive safely. If vehicles are used during the workday, seat belts and shoulder harnesses are to be worn at all times. Vehicles must be locked when unattended to avoid criminal misconduct. Do not exceed the speed limit. Vehicles must be parked in legal spaces and must not obstruct traffic. Defensive driving must be practiced at all times by all employees. Employees should park their vehicles in well-lighted areas at/or near entrances to avoid criminal misconduct.

L. Tool Maintenance

Faulty or improperly used hand tools are a safety hazard. All employees shall be responsible for ensuring that tools and equipment (both company and employee-owned) used by them or other employees at their workplace are in good condition. Hand tools such as chisels, punches, etc. which develop mushroom heads during use, must be reconditioned or replaced as necessary. Broken or fractured handles on hammers, axes and similar equipment must be replaced regularly. Appropriate handles must be used on files and similar tools.

Appropriate safety glasses, face shields, etc. must be worn while using hand tools or equipment which might produce flying materials or be subject to breakage. Eye and face protection must be worn when working with tempered spuds or nails.

Check your tools often for wear or defect. Jacks must be checked quarterly to assure they are in good operating condition. Tool handles must be wedged tightly into the heads of tools. Tool cutting edges should be kept sharp enough so the tool will move smoothly without binding or skipping. When not in use, tools should be stored in a dry, secure location.

M. Ladders

Check ladders each and every time before you climb. Ladders should be maintained in good condition: joints between steps and side rails should be tight; hardware and fittings securely attached; movable parts operating freely without binding or undue play. Non-slip safety feet are provided on each ladder. Ladder rungs and steps should be free of grease and oil. Employees are prohibited from using ladders that are broken, missing steps, rungs, or cleats, or that have broken side rails or other faulty equipment.

It is prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded. It is prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height. Face the ladder when ascending or descending.

Be careful when you climb a ladder. Do not use the top 2 steps of ordinary stepladders as a steps. When portable rung ladders are used to gain access to elevated platforms, roofs, etc., the ladder must always extended at least three (3) feet above the elevated surface.

It is required that when portable rung or cleat type ladders are used, the base must be so placed that slipping will not occur, unless it is lashed or otherwise held in place.

All portable metal ladders must be legibly marked with signs reading "CAUTION" – "Do Not Use Around Electrical Equipment." Employees are prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes. Only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder). Metal ladders should be inspected for

tears and signs of corrosion. Rungs of ladders should be uniformly spaced at twelve (12) inches, center to center.

N. Portable Power Tools

Portable power tools pose a special danger to employees because they are deceptively small and light, yet they can do great bodily harm if used improperly or poorly maintained. These rules apply to all power tools, but are especially important when handling portable saws, drills and power screwdrivers.

Check your equipment before you use it. All grinders, saws and similar equipment should be equipped with appropriate safety guards. Power tools should not be used without the correct shield, guard, or attachment, recommended by the manufacturer.

Portable circular saws must be equipped with guards above and below the base shoe. Circular saw guards should be checked quarterly and before each use to assure they are not wedged, thus leaving the lower portion of the blade unguarded.

All rotating or moving parts of equipment should be guarded to prevent physical contact. All cord-connected, electrically operated tools and equipment should be effectively grounded or of the approved double insulated type. Effective guards must be in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc. If portable fans are provided, they must be equipped with full guards or screens having openings 1/2 inch or less.

Power tools are either battery operated or wired. If battery operated, don't underestimate their power. A small electric drill or power screwdriver can cause a severe injury if it lands in the wrong place. While not usually a shock hazard, the battery pack contains toxic chemicals and does emit a low voltage electric current. Don't drop or incinerate the battery pack, or a tool with a self-contained power source.

Hardwired equipment can be portable or fixed. Typically used with extension cords, the more powerful hardwired equipment resents a double safety problem: the actual equipment plus its electrical power source. Ground-fault circuit interrupters must be provided on all temporary electrical 15 and 20-ampere circuits used during periods of construction. Pneumatic and hydraulic hoses on power-operated tools should be checked regularly for deterioration or damage.

O. Heavy Lifting

Do not attempt to lift heavy objects (objects weighing over forty pounds), without proper equipment. Hoisting equipment will be made available for lifting heavy objects, with hoist ratings and characteristics appropriate for the task.

P. First Aid Kits

First-aid kits and required contents are maintained in a serviceable condition. Unit-type kits have all items in the first-aid kit in individually wrapped, sealed, and packaged in comparable sized packages. The commercial or cabinet-type kits do not require all items to be individually wrapped and sealed, but only those which must be kept sterile. Items such as scissors, tweezers, tubes of ointments with caps, or rolls of adhesive tapes, need not be individually wrapped sealed, or disposed of after a single use or application. Individual packaging and sealing shall be required only for those items, which must be kept sterile in a first-aid kit.

Where the eyes or body of any person may be exposed to injurious chemicals and/or materials, suitable facilities for quick drenching or flushing of the eyes and body are provided, within the work area, for immediate emergency use. A poster shall be fastened and maintained either on or in the cover of each first-aid kit and at or near all phones plainly stating, the phone numbers of available doctors, hospitals, and ambulance services within the district of the work site.

ATTACHMENT A

SAFETY COMMITTEE

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Telephone</u>	<u>Pager/Cell Phone</u>
John Shank	Program Administrator	Austin	512-837-4400	512-719-6631
John Playfair	Safety Coordinator	Austin	512-719-6653	512-845-6793
Greg Dowdle	Safety Coordinator	Dallas	972-815-4100	972-880-9066
Raymond Black	Safety Coordinator	Phoenix	480-552-6032	480-926-5190

ATTACHMENT B

ON-SITE INJURY LOG

		<u>Location</u>	
<u>No.</u>	<u>Date</u>	<u>Name</u>	<u>Nature of Injury</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____
11	_____	_____	_____
12	_____	_____	_____
13	_____	_____	_____
14	_____	_____	_____
15	_____	_____	_____
16	_____	_____	_____
17	_____	_____	_____
18	_____	_____	_____
19	_____	_____	_____
20	_____	_____	_____
21	_____	_____	_____
22	_____	_____	_____
23	_____	_____	_____
24	_____	_____	_____
25	_____	_____	_____
26	_____	_____	_____
27	_____	_____	_____
28	_____	_____	_____
29	_____	_____	_____
30	_____	_____	_____

ATTACHMENT D

FACILITY SELF-INSPECTION FORM

Date of Inspection: _____	Inspector: _____
(Printed)	

ITEM	YES	NO	N/A
1. Housekeeping - Is the work area clean and orderly?			
2. Floors - Are floors in good condition – smooth, clear surfaces without holes, cracks, or humps?			
3. Aisles - Are aisles and passageways clear, dry, and free of tripping hazards?			
4. Storage - Are materials, products, or supplies properly and safely piled to a workable height?			
5. Ladders - Are ladders provided where needed, of standard construction, and in good physical condition?			
6. Machines & Equipment - Are machines and equipment in safe operating condition? Are necessary guards provided and used?			
7. Hand Tools - Are the right tools for the job being used? Are they in good condition?			
8. Electrical - Are all required ground provided on power tools and extension cords? Is equipment in good operating condition?			
9. Lighting - Is adequate lighting provided in all work areas?			
10. PPE - Is appropriate personal protective equipment provided when needed?			
11. First Aid - Are first aid supplies provided?			
12. Fire Extinguishers - Are fire extinguishers easily accessible, unblocked, and properly serviced?			
13. Exits - Are emergency exits marked, clear, and easily accessible?			
14. Training - Are all employees trained in infection control, emergency evacuation, hazard communication, vehicle safety, back prevention, etc.?			
15. Signs - Are safety instructions and warning signs posted where needed?			
16. Labeling - Are all chemical containers properly labeled with identity and warning?			
17. Fall Protection - Have employees been trained on the safe aspects of using appropriate fall protective equipment and the hazards associated with its use?			
18. Company vehicle safety inspection			

ATTACHMENT F

First Report of Injury/Illness

Many states have created their own “First Report of Injury/Illness” forms. Please use the form which has been created for your particular state. If no specific form exists for your state, please use the “Other” form.

<u>STATE</u>	<u>FORM NO.</u>	<u>FORM NAME</u>
Washington	LS-202 Sept, 1986	Employer’s First Report of Injury or Occupational Illness – US Depart of Labor
Oregon	LS-202 Sept, 1986	Employer’s First Report of Injury or Occupational Illness – US Depart of Labor
California	5050 (Rev 6) 1992	Employer’s Report of Injury or Occupational Illness – State of California
Arizona	ICA 04-0101-78	Employer’s Report of Industrial Injury – Industrial Commission of Arizona
Colorado	WC1 (Rev 89)	Employer’s First Report of Injury – CO Department of Labor and Employment
New Mexico	LS-202 Sept, 1986	Employer’s First Report of Injury or Occupational Illness – US Depart of Labor
Texas	TWCC-1	Employer’s First Report of Injury or Illness - State of Texas
Tennessee	LB-0021 (Rev 86)	Employer’s First Report of Work Injury – State of Tennessee
Other	LS-202 Sept, 1986	Employer’s First Report of Injury or Occupational Illness – US Depart of Labor

ATTACHMENT G

EMPLOYEE SAFETY ORIENTATION RECORD

NAME: _____
(print) LAST FIRST MIDDLE

DATE EMPLOYED: _____

Certifications: _____

THE FOLLOWING ITEMS HAVE BEEN DISCUSSED, AGREED TO, AND ARE UNDERSTOOD.

<u>INITIAL EACH LINE:</u>	<u>INI</u>	<u>COMMENTS</u>
1. Company safety policies and programs:	___	_____
18. Safety rules, both general and specific To job assignment:	___	_____
3. Conduct in the work place:	___	_____
4. Safety rules enforcement procedures:	___	_____
5. When, where, and how to report injuries:	___	_____
6. When, where, and how to report unsafe Conditions:	___	_____
7. Review of fire and emergency evacuation Plan:	___	_____
8. Location and use of fire extinguishers:	___	_____
9. Vehicle Safety:	___	_____
10. Importance of housekeeping, i.e., Cleaning up spills, etc.:	___	_____
11. Hazard Communication Program to include Material Data Safety Sheets (MSDS)	___	_____
12. Assignment, use and care of personal		

- Protective equipment: _____
13. Proper lifting procedures (include
Demonstration): _____
14. Return to Work program: _____
15. Ladder Safety: _____
16. Additional training required: _____

SIGNED: (employee) _____

SIGNED:(Supervisor) _____

DATE: _____

ATTACHMENT H

QUARTERLY ANALYSIS REPORT (To be completed after each quarterly review)	
ACCIDENT, INCIDENT, INJURY, & HAZARD REVIEW	
-- TREND IDENTIFICATION--	
MAR: _____ JUNE: _____	SEPT: _____ DEC: _____

REVIEW OF LAST THREE MONTH REPORT:

ACCIDENTS AND INJURIES (RECORDABLE AND FIRST AID) REVIEWED:

UNSAFE CONDITION REPORTS REVIEWED:

INSPECTION REPORTS REVIEWED (INTERNAL & EXTERNAL):

TRENDS IDENTIFIED:

CORRECTIVE ACTIONS REQUIRED AND RESPONSIBLE PERSON:

STATUS OF PRIOR CORRECTIVE ACTIONS:

ADDITIONAL COMMENTS:

COMPLETED BY: _____ DATE: _____

ATTACHMENT I

TRAINING SCHEDULE and ASSETS

I. 52 WEEK TRAINING

ACS Dataline is a subscriber to SAFETY MEETING OUTLINES, INC., which provides a weekly safety topic for discussion at our weekly safety meetings. Topics that are normally covered are as shown below:

Chemical Labels	Fall Cause	Lifting and Back Safety
Steel Erection	Lead	Respirators
Wire Rope	Severe Weather	Unsafe Acts
Scaffolding	Hazard Communications	Fire Extinguishers
Foot Protection	Cold Weather Safety	Hearing Safety
Fall Protection	Distractions	Safety is a State of Mind
Powder Actuated Tools	Plant and Process Safety	Housekeeping on the Job
Grounding Portable Electric Tools	Concrete and Formwork	Safety Rules for Power Tools
Excavation and Trenching	First Aid for Eye Injuries	Crane Booms and Powerlines
Home Builder's Safety	Storage of Flammables	Fires on Construction Site
Security and Theft Protection	What to do When an Injury Occurs	Why Wear Hard Hats
Paints, Finishes and Coatings	Erection and Use of Ladders	Off-the-Job Safety
Handling Materials	Demolition	Electric Arc Welding
Lockout/Tagout	Burns	Pre-task Planning
Equipment Dangers	Hand Injuries	Don't Neglect Cuts
Drugs and Alcohol	Hot Weather Safety	Power Saws
OSHA Top 10	Care of Hand Tools	Guardrails
Compressed gas		

II. VIDEO LIBRARY

Additionally, ACS Dataline maintains a video tape library at the corporate offices to provide expanded training on specified safety topics. These video tapes can be "checked out" by sending an email to the Safety Manager stating the topic, the date of the training and who/where to send the video tape. The video tapes maintained are as follows:

Emergency Preparedness	Respiratory Protection	Forklift Safety
Personal Protective Equipment	Hazard Communication	Back Injury Prevention
Confined Space Entry	Electrical Safety	Workplace Stress
Safety Orientation	Emergency Standard	In Plant Emergency Response
Eye Protection	Machine Safeguarding	Fall Protection

III. POWER POINT PRESENTATIONS

ACS Dataline also maintains a PC – Power Point presentation on many different topics. Supervisors desiring a power point presentation should send a request via email to the Safety Manager. Power Point presentations are currently maintained (items in italics are currently being prepared) on the following topics:

Back Safety	Basic First Aid	Bloodborne Pathogens
-------------	-----------------	----------------------

Cold Weather Stress
Drivers Education
Hearing
Lock Out/Tag Out
Machine Safety
Personal Protective Equipment
Stress Management
Violence in the Workplace

Confined Spaces
Drug Awareness
Home Safety
Near Miss Analysis
New Hire Orientation
Scaffolding
Universal Precautions
Workplace Fire Safety

Defensive Driving
Fall Protection
Ladders
MSDS
OSHA – Employee Rights
Slips, Trips and Falls
VDT

Several items are Currently Under Construction or Being Considered at the time of this writing

*Using Chemicals Safely
Lab Safety
Recognizing Hazards
Dress Code
Safety Team Welcome
Prevention and Hope - Aids & HIV
Respirator Training
Hazard Communication
Return to Work*

*OSHA's Electrical Safety Standards
Lowering Heart Attack Risk
Actions to Take in an Emergency
Dealing with Lead
Latex Sensitivity
Skin Protection
Dealing with Heat
Materials Handling Safety
Driver Safety*

*Holiday Safety
General Safety Rules
Workplace Emergencies
Forklift Safety
Hand Protection
Protection from TB
Ergonomics*

APPENDIX ONE

Guidelines for Reporting Work Related Job Injuries and Illnesses

Report all accidents, injuries or illnesses within 24 hours of the occurrence.

1. Provide necessary first aid.
2. Call your Safety Coordinator and provide the following information
 - a. Date and time of incident
 - b. Location of incident
 - c. Supervisors name and telephone number
 - d. Type of employee (Regular Full Time, Temporary)
 - e. Description of accident/injury/illness
 - f. If medical attention of any party required, location where party was treated
 - g. Names, addresses and phone numbers of witnesses
19. Designate a crewmember to assist emergency response personnel in locating the accident site.
4. Control the accident site by removing non-essential personnel and securing the accident site.
5. Assist in medical or rescue operations as directed.
6. Refer all outside inquiries to the Safety Manager.
7. Do not allow unauthorized access to the accident site.
8. Conduct a preliminary investigation to ascertain the basic accident facts, witnesses, and evidence.
9. Prepare an accident report (First Report of Injury) for submission to the Group Safety Coordinator by the next business day.
10. Do not give statements regarding the accident or discuss the occurrence without consulting the Safety Manager (or designee).
11. Inspect the accident site to identify and abate any unsafe conditions before work commences.

APPENDIX TWO

Guidelines for Reporting Work Related Vehicle Accidents and Injuries

Report all accidents, injuries or illnesses within 24 hours of the occurrence.

1. Provide first aid (as required).
2. Call your Safety Coordinator and advise him/her of the following information.
 - a. Date and time of incident. Employee's office location.
 - b. Location of incident/accident and number of vehicles involved.
 - c. Vehicles involved:
 - (1) ACS Vehicle number, make, model, VIN number, License number and State of License
 - (2) Other vehicle owner, driver, drivers license number, insurance number
 - d. Description of accident. Take pictures of scene (at least two per vehicle plus four of the area).
 - e. Names and ages of the parties. Drivers DOB, Drivers License Number and the state of License. If medical attention of any party required, brief description of injury and location where party was treated
 - f. Supervisors name and telephone number
 - g. Type of employee (Regular Full Time, Temporary)
 - h. Names, addresses and phone numbers of witnesses
3. Designate a crewmember to assist emergency response personnel in locating the accident site.
4. Control the accident site by removing non-essential personnel and securing the accident site.
5. Assist in medical or rescue operations as directed.
6. Refer all outside inquiries to the Safety Manager (or designee).
7. Do not allow unauthorized access to the accident site.
8. Conduct a preliminary investigation to ascertain the basic accident facts, witnesses, and evidence.
9. Prepare an accident report (Accident/Incident Investigation Report) and submit it to your Group Safety Coordinator by the next business day.

10. Do not give statements regarding the accident or discuss the occurrence without consulting the Safety Manager (or designee).
11. Inspect the accident site to identify and abate any unsafe conditions before work commences (ie, fuel spills, etc.).

ACCIDENT REPORTING KIT

The following documents are to be kept in the Accident Reporting Kit in each of the Company's vehicles.

1. Guidelines for Reporting Work Related Vehicle Accidents and Injuries
2. Disposable Camera
3. Two Road Flares
4. Three Stand Up Warning Triangles

APPENDIX THREE

Guidelines for Reporting Threats of Violence

Report all accidents, injuries or illnesses within 24 hours of the occurrence.

1. Call "911" and report the information you have to the 911 dispatcher.
2. Call your Group Safety Coordinator and report the following information.

b. Date and time of incident _____

b. Location of incident _____

c. 911 Dispatchers Name _____

d. Time of 911 report _____

e. Supervisors name _____

f. Supervisors telephone number _____

g. Description of incident _____

h. Details of the incident _____

i. Names, addresses and
phone numbers of witnesses

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

APPENDIX FOUR

Guidelines for Reporting Acts of Violence Not Involving Weapons

Report all accidents, injuries or illnesses within 24 hours of the occurrence.

1. Call “911” and report the information you have to the 911 dispatcher.
2. Call your Group Safety Coordinator and report the following information.
 - a. Date and time of incident
 - b. Location of incident
 - c. 911 Dispatchers Name
 - d. Time of 911 report
 - e. Supervisors name
 - f. Telephone number
 - g. Description of incident
 - h. If medical attention of any party required, location where party was treated
 - i. Names, addresses and phone numbers of witnesses
3. Designate a crewmember to assist emergency response personnel in locating the incident site.
4. Control the site by removing non-essential personnel and securing it.
5. Assist in medical or rescue operations as directed.
6. Refer all outside inquiries to the Safety Manager.
7. Do not allow unauthorized access to the incident site.
8. Conduct a preliminary investigation to ascertain the basic incident facts, witnesses, and evidence.
9. Prepare an incident report for submission to upper management by the next business day.
10. Do not give statements regarding the incident or discuss the occurrence without consulting the Director – Human Resources (or designee).
11. Inspect the incident site to identify and abate any unsafe conditions before work commences.

APPENDIX FIVE

Guidelines for Reporting Acts of Violence Involving Weapons

Report all accidents, injuries or illnesses within 24 hours of the occurrence.

1. Call 911 and relay information as to type of violence and location. Follow the instructions of the 911 attendant.
2. Call your Safety Coordinator and give him/her the following information:
 - a. Date and time of incident
 - b. Location of incident
 - c. Supervisors name and telephone number
 - d. Description of incident
 - e. if medical attention of any party required, location where party was treated
 - b. Names, addresses and phone number of witnesses
3. Designate a crewmember to assist emergency response personnel in locating the incident site.
4. Control the incident site by removing non-essential personnel and securing the site.
5. Assist in medical or rescue operations as directed.
6. Refer all outside inquiries to the Safety Manager.
7. Do not allow unauthorized access to the accident site.
8. Conduct a preliminary investigation to ascertain the basic incident facts, witnesses, and evidence.
9. Prepare an incident report for submission to upper management by the next business day.
10. Do not give statements regarding the incident or discuss the occurrence without consulting the Safety Manager (or designee).
11. Inspect the incident site to identify and abate any unsafe conditions before work commences.