



### **General Plant Safety Program**

#### **Administration**

The Project Manager is the program coordinator, acting as the representative of EMA, who has overall responsibility for the plan. Copies of this plan may be obtained from the written EMA Safety and Health Program or from the corporate office.

#### **Housekeeping**

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that a company displays on a day-to-day basis. Orderliness in the workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc.

The main purpose of the housekeeping written procedures is to set standard procedures for daily, weekly, monthly, and even annual clean-up procedures. Setting such standard procedures saves money by streamlining area maintenance and providing an ongoing effort that keeps disorder from getting out of control or dangerous.

These procedures serve as the written procedures for basic/general housekeeping at this company. All of these rules are to be housekeeping standards of practice in this facility or at construction sites, in order to help ensure a safe work environment at all times in all areas of the company.

1. All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.
2. Combustible scrap and debris and wastes shall be removed at regular and frequent intervals.
3. Form and scrap lumber with protruding nails and all other debris shall be kept clear of work areas.
4. These housekeeping procedures are to be performed to maintain the workplace in a clean and safe state.

#### **Machine Safety/Equipment Usage**

The regulations governing machine safety and equipment usage are found in OSHA's Subpart O, Machinery and Machine Guarding, and Subpart P, Hand and Portable Powered Tools and Other Hand-Held Equipment. These regulations have general requirements for all machines and equipment and very specific requirements for particular machines and equipment. This plan deals mostly with the general safety requirements it is wise to follow when working with machines and equipment.

Written machine safety and equipment usage procedures establish guidelines to be followed whenever any employee works with machines or equipment at your company. The rules

established are to be followed to:

- Provide a safe working environment,
- Govern operator use of machines and equipment, and
- Ensure proper care and maintenance of machines and equipment.

Written machine safety and equipment usage procedures establish uniform requirements designed to ensure that machines and equipment safety training, operation, and maintenance practices are communicated to and understood by the affected employees. These requirements also are designed to ensure that procedures are in place to safeguard the health and safety of all employees.

It is the policy of this company to permit only trained and authorized employees to operate machinery or equipment at any time. This policy is applicable to both daily operators of machinery and equipment and those who only occasionally have cause to use machinery or equipment.

The training this company provides regarding machine operation is specific to the equipment that may be encountered in the work environment and is in accordance with the manufacturers instructions.

### **Lifting/Back Safety**

Back safety awareness and safe lifting guidelines are necessary, due to the prevalence and severity of back injuries throughout business and industry. Backs can be injured by improper lifting, falling, stretching, overextending, and other workplace mishaps. Of these, lifting improperly is the largest single cause of back pain and injury. To reduce back injury incidence, the company has instituted these proper lifting techniques and other back safety measures.

The written back safety plan is in place to create an awareness of the hazard among our workforce, standardize lifting techniques, and specify alternative materials-handling measures when lifting or moving materials by hand could pose an injury hazard.

This company requires the procedures in this plan to be followed to provide a safe working environment. The company has implemented these procedures on safe lifting practices to ensure that employees are trained to protect themselves from the hazards of improper lifting practices. Specifically;

1. Get help when lifting loads to heavy or bulky for one person
2. When lifting:
  - a. Place your feet close to the load...8-12 inches apart for good balance.
  - b. Bend knees to the degree comfortable and get a good hand hold.
  - c. Then, using both leg and back muscles, lift the load
  - d. Lift the load smoothly and evenly while pushing with your legs and keeping the load close to your body

The effectiveness of the back safety plan depends upon the active support and involvement of all affected employees.

## **Marking and Labeling**

Marking and labeling of equipment, chemicals, and areas of the plant is an important safety communication method. To make safe work practices and identification of hazards easier, we have instituted some standardized practices regarding marking and labeling in-plant. These marking and labeling guidelines are in place to protect employees.

There are several standardized systems of marking and labeling, all of which serve the purpose of making marking and labeling practices consistent throughout the facility. This company follows the standardized method of marking and labeling of our written Hazard Communication Program, to ensure consistency and maximum safety at all times.