

ALL TRADES SAFETY MANUAL

At All Trades, SAFETY 1st is more than a slogan; it is our policy, it is our philosophy!

We care about you and your loved ones. We will do our best to provide you with safe work environments. You must take an active role in your safety and the safety of others! **It is your responsibility to know the information in this manual!**

All Trades Staffing Services believes safety is everyone's responsibility. Read this manual and ask questions about any items you do not understand. Remember, injuries can last a lifetime and be painful for you and your loved ones. Injuries are costly and frequently result in lost wages and work time, pain, inconvenience, discomfort, emotional and mental stress and various other problems. Injuries frequently result in a lessening of one's quality of life. **Don't be a victim – prevention is the key!** With the training, equipment, tools and techniques available today, injuries should be rare. Sadly, they are not. **Always remember – no job is worth the risk of injury. If you cannot complete a task safely, do not attempt it!**

*** IT IS ESSENTIAL THAT YOU FEEL COMFORTABLE INFORMING OUR OFFICE OF ANY AND ALL SAFETY CONCERNS! WE NEED YOUR HELP IN PROMOTING A PROACTIVE SAFETY CULTURE AND CANNOT DO IT WITHOUT YOU! ***

All Trades Safety Policies

Failure to adhere to our safety policies will result in disciplinary action that may include termination, probation, suspension, minimum wage pay, and/or other actions.

These are general policies, procedures and guidelines! Because All Trades provides workers to so many different companies, work sites and environments, it is essential to understand that every job site and company is different. **We cannot provide specific safety training for every job within this manual!**

Make sure you ask your supervisor about safety practices on that job site when you report for work the first time. Pay close attention if you are asked to attend a safety meeting or presentation. **Your life could depend on it!**

Visit our website to get recent updates on new safety rules, regulations, programs, and training videos!

1. Safety starts with awareness!! Always stay alert and be aware of your surroundings and the potential dangers around you.
2. Do not assume a situation, work site or piece of equipment is safe. Look for yourself, ask questions. Look the job site over. Start with the overall picture and work down to your area of work. Identify the potential dangers. Know where the exits, fire extinguishers, and first aid kits are. If you cannot locate the above – ASK!
3. Pay particular attention to cranes, lifts, heavy equipment, and moving vehicles.
4. Do not assume temporary stairs, ladders, and scaffolds are safe. Examine them yourself.
5. Watch for holes, weak embankments, shoring, rebar, power lines, cords, tubing, and other obstacles.
6. Stay off of heights and away from edges unless you have been properly trained to work above ground and have the proper equipment to do so.

7. Use the proper safety and tools for the job at hand!
8. Minimum Personal Protective Equipment (PPE) for all commercial construction job sites are: approved work boots, long pants, shirt with sleeves, hard hat, safety glasses, gloves, and reflective vest. Minimum PPE required for manufacturing job sites are: steel toed boots, long pants, shirt with long sleeves, safety glasses, and gloves. Some sites will require vests and hard hats.
9. Be aware of changing conditions on job sites due to the time of day or change in weather, temperatures or other factors like wind, lighting, water, and spills. Frost, water and chemical spills will make most any surface slippery. Cold mornings can lead to hot afternoons. Wind can obscure vision, blow debris, and knock items down. Dress in layers, and stay hydrated.
10. Report unsafe conditions or situations to your All Trades office immediately!
11. You are required to adhere to all OSHA and job site safety policies and procedures.
12. You are required to adhere to all of the client's safety policies and procedures.
13. **Working while under the influence of medication (prescribed or otherwise) drugs, or alcohol is grounds for immediate termination!**
14. All incidents and all injuries – even minor ones – must be reported to your All Trades office the same day it occurs.
15. Stay clear of accident scenes so as not to hamper first aid or rescue efforts.
16. If you have witnessed or have any knowledge regarding an injury or an accident please report that information immediately.
17. Please report your inability to work if you are ill, excessively fatigued or otherwise unfit or unable to perform your job safely. It is better to miss a day of work than to get hurt.
18. Report anyone you suspect of being under the influence of drugs or alcohol at the work site. He or she may pose a hazard to everyone.
19. Do not attempt to lift any objects by yourself that exceeds 45 lbs. Ask for help or use the appropriate equipment.
20. Clean up all spills, waste, tools, or debris as soon as possible!
21. Do not obscure, block, cover, hide, alter or deface any safety warning signs, emergency exit signs or directions.
22. Conveyors, machinery, pulleys, etc. present extra hazards for pinching, amputation, crushing and even strangulation.
23. Ladders can be very dangerous. Make sure you have the correct ladder for the job. Do not be lazy! Move the ladder rather than reach! Make sure extension ladders have the correct angle and are tied off at the top. Examine the ladder for damage before using.
24. Tools – use the right tool for the job! **Do NOT use tools without guards in place, tools with damaged cords, dull bits and blades, or loose fittings.**
25. Hand carts and dollies are a great aid but must be used with care. Push instead of pull. Watch where you are going. Do not overload. Take extra care on ramps. Keep hands away from outer edges. Don't be afraid to ask for help.
26. **There is no substitute for common sense and a thoughtful approach to your job and surroundings! If you do not care about your safety and the safety of others then rules and regulations are pointless. WE CARE AND SO SHOULD YOU!**
27. Make safety an everyday part of your life at work, at home, at play, and on the road.

Fire Safety

1. Keep your work area clean. Be aware of nearby flammables such as sawdust, metal shavings, rags, stored liquids, etc.
2. Familiarize yourself with the location of fire extinguishers and their use.
3. Ask about the job site's protocols for reporting fire, fire suppression procedure, and evacuation plans.
4. If there is a fire – **DON'T PANIC!** Quickly assess the situation. Immediately alert others in the area and **if you can safely contain the fire, try to do so.**
5. Most importantly, do not let your fire containment or suppression efforts endanger yourself or others!! Only attempt it if you can do so safely – otherwise, evacuate the area!
6. Never use elevators to evacuate an area when a fire is present.
7. If there is heavy smoke, get out of the area immediately – **smoke kills!**
8. Get prepared at home! Invest in fire extinguishers for the home. Make a plan with your household members.

Earthquake Safety

1. Utah is a seismically active area. Earthquakes are inevitable and a serious event could happen at any time! Get prepared.
2. Remain calm and DO NOT try to evacuate an area while the quake is occurring. Move away from windows, temporary structures, scaffoldings, ladders, stacked materials, shelving, transoms, and any objects that could topple or fall during a quake.
3. Drop, cover and hold on. Try to get under heavy furniture to be protected from falling objects. In the U.S. the "triangle of life" is not as recommended as it is in countries with less exacting building codes. In any case, get down on the floor or ground in a fetal position and under or alongside protection.
4. Stay put until the trembling has stopped. Check yourself for injuries, then those around you.
5. Be prepared to administer first aid, then move to a safe area.
6. Be prepared at home – have a 72 hour kit for every household member. Anchor your gas appliances properly and show all household members where and how to turn the gas off. There are many earthquake safety kits, tips and procedures online and at your local government offices. Take some time to get prepared! The investment of your time and money is minor and could have a huge impact on you and your family and friends!

SUMMARY

1. **Be aware, be smart, and care! There is NO SUBSTITUTE for common sense and responsible behavior!**
2. **Immediately report situations, conditions or injuries to a responsible supervisor.**
3. **Report and treat ALL injuries – even minor ones.**
4. **Learn the proper safety policies and procedures at each job site.**
5. **Safety is a continuing education process. Visit our website for more information.**
6. **Carry your safety consciousness home! Take some time to evaluate your home, get family members involved, put together emergency care kits, and secure your appliances and heavy furniture**

SAFETY IS NO ACCIDENT – IT IS A CONSCIOUS CHOICE! GET INVOLVED!!