



# **Comprehensive Safety Employee Safety Guide**

**Jan 2008**

## **Mission Statement**

Protecting the health and safety of employees, guests and the environment is the primary concern of all of us at **SeaHarvest**. This goal can be met through the development of a comprehensive and effective environmental health and safety plan that endeavors to eliminate unsafe conditions and minimize the impact of hazardous situations. **SeaHarvest** will make every reasonable effort to promote, create, and maintain a safe and healthful environment. This can only be realized by adherence to basic safety principles, sound management practices, and compliance with applicable local codes, laws, and standards.

### **Accidents:**



**An accident is any unforeseen or unexpected event that may or may not result in injury or damage to property or equipment.**

The ultimate goal in accident prevention is "zero" disabling injuries and no lost work-time. However, there are many barriers to achieving this goal, the most important of which is the human attitude. Most people feel that "it won't happen to me" or "it couldn't happen here." You can do more to protect yourself and your fellow worker by constantly thinking and practicing accident prevention than you can by memorizing all of the rules, regulations, and safeguards ever written or invented. You must **THINK** before you act.

## Safety in the Office

Accidents do happen in the office. In the office slips, trips and falls are the number one cause of disabling injuries.

Thinking and working safely can prevent most accidents. You can become aware of the most common hazards in the office environment. The following are some examples of common hazards and what you can do to prevent them from becoming accidents.

1. Don't lean back in your chair. Keep all legs on the floor so that you do not end up on the floor. Take time to reach out and hold on to the chair as you sit down. Be sure that the chair is beneath you as you sit.
2. Keep the floor and walkway clear of electrical, telephone and computer cables, boxes, etc. They are tripping hazards waiting to happen.
3. Close one drawer in a filing cabinet before opening another. This prevents the file cabinet from tipping over on you.
4. Close the drawer in your desk before getting up and close file drawers before walking away from the file cabinet. This prevents the danger of people walking into an open file drawer or desk drawer.
5. Store supplies inside cabinets, not on top of them. Store heavy items in lower drawers or on low shelves.
6. Watch out for slippery surfaces. Spilled drinks or water from umbrellas are typical hazards and need to be cleaned up/or identified immediately .
7. Look where you are going. Don't block your view by carrying loads higher than eye level.
8. Don't read while walking. It doesn't save enough time to justify the risk.
9. Walk, do not run. Please slow down.
10. Don't climb on chairs, desks or boxes. Use a step ladder instead.
11. Hold onto handrails when using stairways.
12. Use elevators when carrying boxes if they are available.
13. Don't throw matches, ashes or cigarette butts into wastebaskets.
14. Don't overload wall sockets and extension cords.
15. Don't touch electrical switches, sockets, plugs, etc with wet hands.
16. Don't eat or drink at a computer station. It could result in malfunction of the computer and void the warranty.
17. Watch for unsafe conditions such as defective equipment, burned out lights, loose steps, torn carpet, etc and report them to your supervisor immediately.

## Work Area Housekeeping

Good Housekeeping is an essential part of every job. Work areas, aisles, walkways, and equipment shall be kept clear of loose materials, tools, and scraps.

Materials such as lumber and pipe shall be stored in an orderly and secure manner.



Spills such as grease, water, or oil shall be cleaned up as soon as possible; a delay could result in an accident to you or a fellow worker.

A safe access shall be maintained to work areas. Short cuts should be avoided. Never block aisles, traffic lanes, or fire exits with equipment or materials.

## Avoid Lifting and Bending Whenever You Can!



Place objects up off the floor. If you can set something down on a table or other elevated surface instead of on the floor, you won't have to reach down to pick it up again.

Raise/lower shelves. The best zone for lifting is between your shoulders and your waist. Put heavier objects on shelves at waist level and lighter objects on lower or higher shelves.

## Electrical Safety



It takes very little electric current to kill--less than one-tenth of an ampere. With good contact, 115 volts is sufficient voltage to cause death. There have been fatal electric shocks where voltage as low as 60 to 70 volts was involved.

No electrical work should be performed "hot" when it can be done "cold."

Switches, fuses, circuit breakers, and other control devices in areas where explosives or other flammable liquids or gasses exist shall be the type designed for use in these areas.

All electrical equipment should be periodically inspected. Suitable means should be provided for identifying all electrical equipment and circuits, especially if two or more voltages are used on the same job.

**All electrical tools and equipment should be properly grounded or be of the double-insulated type.**

**Spliced or damaged electrical cords shall not be used until properly repaired. Electrical cords on power tools and extension cords shall have heavy-duty rubber insulation.**

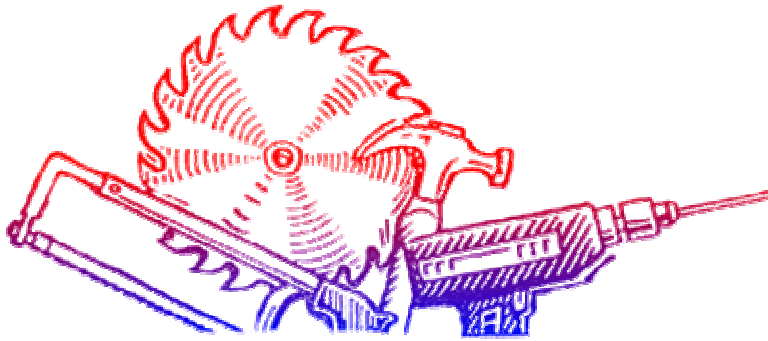


You should never use electrical equipment when standing in or near water. In places such as bathrooms, kitchens, laundries, and out-of-doors, where a person having wet hands or standing on a wet surface is likely to touch objects that may be energized, a ground-fault circuit interrupter (GFI) shall be installed in the circuit to prevent electrical shock. Portable ground-fault circuit interrupters are available in the Tool Room for use in wet environments.

All exposed electrical wires should be considered "hot" or "live" until checked by the Electrical Department. Electrical repairs or electrical installations shall be made only by the Electrical Department.

Standing on metal ladders or wearing metal hard hats near high voltage electrical power can result in death or serious injury.

## Hand & Power Tools



Always know how to properly use hand and power tools before starting the job by following operating instructions and using the proper accessories. If you are unfamiliar with how a tool operates or is to be used, get the advice and instruction of your supervisor or the Tool Room attendant as appropriate.

Tools should not be used for other than their intended use.

Keep all cutting tools sharp.

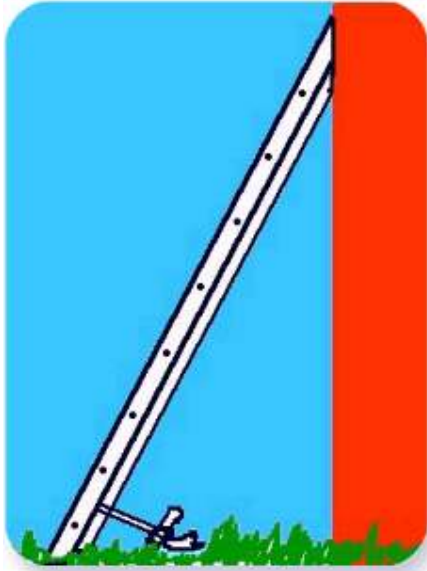
Tools shall be kept in a safe condition without broken or damaged parts.

Never leave hand tools lying around loose where they may fall on someone below.

Remember, use the right tool for the job.

## Ladders

Although there is always a risk in working on elevated areas, it is a fact that the vast majority of accidents involving ladders result from the failure to exercise care. Proper training, as well as routine inspections and maintenance, can substantially reduce the number of ladder-related injuries.



On any job requiring a ladder, use only approved sturdy ladders that you can place on a firm base. Inspect the ladder prior to EVERY use. Maintain ladders free of oil, grease and other hazards. Do not use ladders with structural defects; properly tag with "Do Not Use" and withdraw from service.

Use a ladder only for the purpose for which it was designed (refer to manufacturer's labeling and recommendations). Use only non-conductive side rails around live electrical equipment. Wear protective clothing and rubber-soled shoes.

Carry ladders parallel to the ground. Tie ladders down securely when transporting.

Barricade traffic areas in the vicinity of ladder use, and lock, barricade or guard doorways in which a ladder is placed. Keep the area around the top and bottom of the ladder clear. Whenever possible, angle out the base one-fourth of the ladder's working length. The ladder should reach

at least three feet above the landing.

Extension ladders shall be kept from slipping or tipping by tying off the ladder at the top and securing the ladder at the bottom. Portable ladders in use shall be tied, blocked or otherwise secured to prevent their being displaced.

Face the ladder while climbing and use both hands. Lift equipment and materials with a rope specifically for that purpose--don't carry the equipment up a ladder with one hand. Carry smaller tools in pouches around the waist.

Never stand on the top two steps of any ladder or the top cap of a step ladder. This could cause you to become off-balance resulting in a fall. Do not stand on the back cross bracing. Always maintain at least three points of contact with the ladder (2 feet and 1 hand, or 2 hands and 1 foot should be in contact with the ladder at all times). Do not over-extend sideways; use the belt buckle rule: Keep your belt buckle positioned between the side rails at all times--this will maintain your center of gravity in the proper position. Do not move, shift, or extend the ladder while you are standing on it. Never walk a ladder.

Do not load the ladder beyond its maximum intended load. Never allow more than one worker on the ladder at a time.

# Warehouse Safety

- Material handling equipment (forklifts, dollies, etc.)
- Personal protective clothing and equipment (work boots, hard hats, eye protection, gloves)
- Packing and strapping materials
- Ladders.

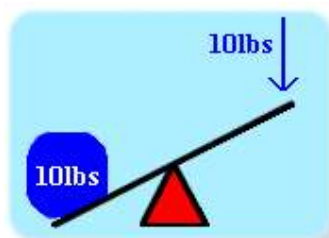
## Introduction/Overview

A safe, orderly, efficient warehouse is a key to a successful operation. The warehouse plays an essential role in the way goods are sent, received, stored, and circulated throughout the facility.

With so much going on and so much to keep track of, a warehouse may also have more potential for accidents than areas with more limited functions. So it's especially important to pay close attention to safety in the warehouse.

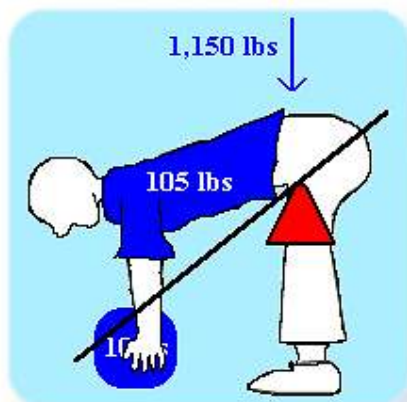
## Back Safety

According to the Bureau of Labor Statistics, more than one million workers suffer back injuries each year, and back injuries account for one of every five workplace injuries.



The amount of force placed on your back under certain conditions can be surprising. Anytime you bend or lean over to pick something up without bending your knees, you put tremendous pressure on your lower back.

**Think of your back as a lever. With the fulcrum in the center of the lever, it only takes ten pounds of pressure to lift a ten pound object.**



However, if you shift the fulcrum to one side, it takes much more force to lift the same object. Your waist actually acts like the fulcrum in a lever system, and it is not centered. In fact, it operates on a 10:1 ratio. Lifting a ten pound object actually puts 100 pounds of pressure on your lower back.

**When you add in the 105 pounds of the average human upper torso, you see that lifting a ten pound object actually puts 1,150 pounds of pressure on the lower back.**

Given these figures, it is easy to see how repetitive lifting and bending can quickly cause back problems. Even leaning forward while sitting at a desk or table can eventually lead to back-related

problems.

## Proper Lifting

Over 250,000 industrial workers, housewives, and office workers injure themselves each year through poor lifting techniques.

**The practice of stooping over from the waist to lift, accompanied with the added factors of uneven footing, poor balance, or awkward positioning is a direct invitation to eventual injury, because undue strain is thrown on the back and abdominal muscles.**



The following rules should be observed for safe lifting:

1. Determine if you need help--consider the distance and the object's weight.
2. Look over the pick-up and delivery area for (1) tripping hazards, (2) slippery spots, (3) small doors, (4) sharp corners, (5) blind spots, etc.
3. Inspect the object for sharp corners, wet surfaces, splinters, etc.
4. Place feet correctly--one foot close to the side of the object to provide stability--and one directly behind the object to provide lift or thrust.
5. Keep the object close to your body.
6. Get a correct grip or hold on the object by using a full grip--not just your fingers.
7. Keep your back straight--this does not mean vertical--just aligned from head to pelvis.
8. You should tuck in your chin when lifting to insure alignment from head to pelvis.
9. Do the actual lifting with your legs only.
10. Just as important as lifting correctly is the ACT OF LOWERING CORRECTLY. You should lower objects in the same manner as you lifted them. *This is essential!*
  - The body should never be turned or twisted while under the stress of heavy weight. Instead, you should turn your whole body if you desire to change your position after you have made the lift.
  - When team-lifting large, awkward, or heavy loads, one person should inform all others--prior to lifting--of the safe, correct method of lifting and transportation to be used.

**Only one pre-designated person shall give commands**

## SCAFFOLDING

**Scaffolding** should be used if solid footing or a safe ladder is not available. Caster brakes should be set before an employee gets on a scaffold. If no brakes are available, another employee should be in position to secure the scaffold.

Scaffolding shall be secured at intervals of 15 feet to a solid support. Securing will be by wire, cable, chain or rope.

Ladders, boxes, etc. should not be set on scaffolds to increase working heights.

Scaffolds should not be moved with employee(s) or materials on the scaffold. Scaffolding shall not be moved until its height is reduced below 15 feet. Sufficient help shall be used to move the scaffold. A "watcher" shall be posted to watch for overhead obstructions as well as holes, etc., at ground level.



Guard rails and toe boards are required on any scaffold over five feet high.

Flooring shall be solid from side-to-side and secured in place with cleats.

It is your responsibility to keep all tools and materials away from the edges of the scaffold and platform openings.

### **Prior to Erection-All Scaffold Assemblies**

- ◆ Jobsite should be inspected to determine ground conditions or strength of supporting structure, and for proximity of electric power lines, overhead obstructions, wind conditions, the need for overhead protection or weather protection coverings. These conditions must be evaluated and adequately provided for.
- ◆ Frame spacing and mud sill size can only be determined after the total loads to be imposed on the scaffold and the strength of the supporting soil or structure are calculated and considered. This analysis must be done by a qualified person. Load carrying information on components are available from the manufacturer.
- ◆ Stationary scaffolds over 125 feet in height and rolling scaffolds over 60 feet in height must be designed by a professional engineer.

- ◆ All equipment must be inspected to see that it is in good condition and is serviceable. Damaged or deteriorated equipment should not be used.
- ◆ Wood plank should be inspected to see that it is graded for scaffold use, is sound and in good condition, straight grained, free from saw cuts, splits and holes. (Not all species and grades of lumber can be used as scaffold plank. Wood planks used for scaffolding must be specifically graded for scaffold use by an approved grading agency).
- ◆ The scaffold assembly must be designed to comply with local, State and Federal safety requirements.

### **Erection of Fixed Scaffold**

- ◆ Scaffold must be erected, moved, or disassembled only under the supervision of qualified persons. Hard hats must be worn by all persons erecting, moving, dismantling or using scaffolding.
- ◆ Mud sills must be adequate size to distribute the loads on the scaffolding to the soil or supporting structure. Special care is needed when scaffolding is to be erected on fill or other soft ground or on frozen ground. Sills should be level and in full contact with the supporting surface.
- ◆ Base plates or screwjacks with base plates must be in firm contact with both the sills and the legs of the scaffolding. Compensate for uneven ground with screwjacks with base plates. DO NOT USE unstable objects such as blocks, loose bricks, etc.
- ◆ Vertical ties should be placed at the ends of scaffold runs and at no more than 30 feet horizontal intervals in between.
- ◆ Each plank must overlap the support by a minimum of 6 inches or be cleated, i.e. 8 foot planks on 7 foot spans must be cleated.
- ◆ Plank should not extend beyond the support by more than 18 inches. Such overhangs should be separated from the work platform by guard-railing so that they cannot be walked on.
- ◆ Planks and/or platforms should be secured to scaffolding when necessary to prevent uplift or displacement because of high winds or other job conditions.

- ◆ Guardrails must be used on all open sides and ends of scaffold platforms. Both top and midrails are required. Local codes specify the minimum heights where guardrails are required, however, use at lower heights if falls can cause injury.
- ◆ Check the erected assembly before use. A qualified person should thoroughly inspect the completed assembly to see that it complies with all safety codes, that nuts and bolts are tightened, that it is level and plumb, that work platforms are fully planked, that guardrails are in place and safe access is provided.

## USE OF SCAFFOLDS

- ◆ Inspect the scaffold assembly before each use to see that it is assembled correctly, that it is level and plumb, base plates are in firm contact with sills, bracing is in place and connected, platforms are fully planked, guardrails in place, safe access is provided, that it is properly tied and/or guyed and that there are no overhead obstructions or electric lines within 12 feet of the scaffold assembly.
- ◆ Use only the safe means of access that is provided. Do not climb bracing or frames not specifically designed for climbing. If such access is not provided, insist that it be provided.
- ◆ Climb Safely
- ◆ Face the rungs as you climb up or down.
- ◆ Use both hands.
- ◆ Do not try to carry materials while you climb.
  
- ◆ Be sure of your footing and balance before you let go with your hands. Keep one hand firmly on frame or ladder at all times.
- ◆ Do not work on slippery rungs to avoid slipping.
- ◆ Do not overload platforms with materials.
- ◆ Working heights should not be extended by planking guardrails or by use of boxes or ladders on scaffold platforms.
- ◆ Do not remove any component of a completed scaffold assembly except under the supervision of a qualified person. Any component that has been removed should be immediately replaced.