



Post Office Box 1546
Clackamas, OR 97015
Phone 503-650-3675
Fax 503-650-3678

To: All Employees
From: Safety Committee

It is in the best interest of everyone at Empire Painting to eliminate all safety violations and accidents. We are all affected adversely every time there is an accident. The best means to reduce and eliminate on-the-job accidents is through an organized safety program.

While a safety program is a good start, no tool can be effective if unused. Everyone has it in their own power to prevent most accidents, utilizing alertness and the proper "attitude."

Every employee will be expected to know and understand their role and responsibilities connected with this program. All employees are required to sign the company safety policy, indicating that they have read and understand it. Please read and become aware of the goals of our safety program.

If you have any questions about its content and/or how it might apply, consult your foreman or management.

SAFETY PHILOSOPHY

- All injuries can be prevented.
- Management is responsible for preventing injuries.
- Working safely is a condition of employment. This statement is reinforced by a disciplinary action policy.
- All operating exposures can be safeguarded.
- Training employees to work safely is essential.
- Prevention of personal injuries is good business.

COMPANY SAFETY POLICY

In order to reduce accidents, suffering of an injured employee and damaged equipment and/or material, Empire Painting requires all employees to read and follow this safety policy.

As a construction worker, you are a part of a challenging industry. You are part of a unique team. Your fellow construction workers depend on you.

It is extremely important that you understand HOW each task is to be done in a safe manner, and if you do not know, STOP! Ask your supervisor before you begin work. Your safety and well-being, as well as the safety of fellow workers, can be accomplished only through your constant effort.

Since it is not possible to include specific instructions for every safety condition of local regulation, always remember that the common sense SAFE WAY is the best way to do every job.

Empire Painting is dedicated to the principle of preventing physical injury to our employees and eliminating wasteful property damage and loss of equipment.

We have a vital interest in accident and loss prevention. It involves not only the safety of every employee and protection of property and equipment, but also the profitability and reputation of this company.

Accidents and loss prevention are the responsibility of every employee regardless of tenure. Every employee including the company president, members of the executive committee, project managers, field superintendents, foremen and other office personnel bears the direct responsibility for his or her own personal safety and the safety of every employee under their direction and for the proper and safe utilization of all physical assets entrusted to their care. Therefore, the policy of Empire Painting is to provide safe equipment, safe working practices and a safe working environment for all of its employees and to exercise a concentrated effort to better control property damage and equipment and material loss.

INTRODUCTION

The prevention of accidents and protection of employees, property and the general public is of major importance in the performance of our work. We make every reasonable effort to provide a safe and healthful place of employment and to control the recognizable hazards of a construction project.

As an employee of Empire Painting, you will be required to follow safe work practices and procedures and take an active part in protecting yourself, your fellow employees, and the general public. You are further required to participate in our safety meetings and to notify your supervisor of any unsafe conditions that exist or you may think exist.

With your cooperation, the job on which you are working will be a safe one. Our experience has proven that a safe job is an efficient and profitable job. We want you to enjoy your work with us and to share in our pride of a job well done.

A detailed explanation of all safety rules and regulations under which Empire Painting operates is available upon request.

This document does not replace mandated training programs such as Hazard Communications.

WORKERS' RESPONSIBILITY

It is your responsibility to observe all safety rules established for your protection and guidance, abide by all laws and regulations, use safety equipment and devices provided or required and always to work in a manner which safeguards you and your fellow workers. In the event of an injury it is your responsibility to promptly obtain first aid and to report the injury to your immediate supervisor.

In order to work safely you need to be rested, alert and constantly aware of what is going on around you, being particularly watchful for recognizable hazards. You must know the correct, safe procedures for your job. If you have any doubt, stop and ask your supervisor.

By obeying the Safe Work Rules contained in this booklet, as well as any other special instructions received, and by using your own common sense and good judgement, you will be doing your part in sharing with us this important job responsibility – **THE PREVENTION OF ACCIDENTS**. A lack of safety know-how or an indifference to safety could result in an injury to yourself or others because **ACCIDENTS DON'T JUST HAPPEN – THEY ARE CAUSED**.

DISCIPLINARY POLICY STATEMENT

Discipline is an essential part of any good safety program, whereas safety is a consideration of employment. Empire Painting has adopted the following Disciplinary policy:

1. First violation of safety rules constitutes a verbal warning.
2. Second violation constitutes a written warning.
3. Third violation constitutes immediate dismissal.

Under certain circumstances, more severe discipline may be in order.

SCAFFOLDS, PLATFORMS, LADDERS AND SAFETY BELTS

1. Use only well-built, undamaged ladders of the proper size. They should be long enough so that side rails extend three (3) feet above loading.
2. Always face the ladder when going up or down and keep hands free of tools.
3. Secure ladders from falling by setting feet properly and tying off.
4. Before using scaffolds or other work platforms check them for security, proper planking and guardrails.
5. Guardrails are required for platforms of any kind, which are ten (10) feet or more above another level.
6. Do not use single plank for ramp access to work areas. A ramp must be at least twenty (20) inches wide and have handrails of ten (10) feet or more in height.
7. Keep ramps and platforms clear of debris and unnecessary tools or materials.
8. Report any improper or unsafe ladders of scaffolds to your supervisor.
9. Approved safety belts with lifelines or lanyards must be work when you are exposed to falls from heights, which would otherwise require guardrails or other fall protection.

MEDICAL TREATMENT INJURY REPORTS

During your employment with Empire Painting you are covered by Oregon Workers' Compensation statutes for medical and disability due to any injury suffered in the performance of your duties. Failure to comply with the following guidelines may result in corrective action up to and including termination.

1. Report any work connected injury or illness to your supervisor immediately, regardless of how minor it may appear to be.
2. Obtain authorization from your supervisor for medical treatment
3. Obtain prompt medical attention. Don't wait until it is convenient at a later date.
4. Inform your supervisor if you are unable to return to work because of injury, with an estimate of the length of disability, if possible.

If you engage the services of a physician on your own without notifying your supervisor, you may be held responsible for payment of bills incurred and may jeopardize your eligibility for disability benefits.

ACKNOWLEDGEMENT

I have read the Company Policies and agree that I will do my best to abide by this policy. I also understand that employment with Empire Painting depends on me working in a safe manner.

Employee's Signature_____

Date_____

COMPANY ETHICS POLICY

It is the intent of Empire Painting to conduct its business in an ethical, honest and appropriate manner at all times. We adhere to the business standards and ethics as outlined by the Painters & Decorating Contractors of America and the standards espoused by that organization.

COMPANY ENVIRONMENTAL POLICY

It is the policy of Empire Painting to operate in full compliance with environmental laws and regulations, and all employees are obligated to report any incident of environmental non-compliance to management. Employees will first contain the spill and report the incident to the supervisors who will report it to the appropriate governmental agencies if necessary. Empire Painting will be responsible for all clean up measures. There will be no retaliatory or disciplinary action taken against any employee who promptly notifies management, the State or EPA of an environmental spill, release or permit violation.

ENVIRONMENTAL COMMITMENT

The signatory will not knowingly participate in illegal environmental or health or safety practices, and that (she) (he) has not engaged in any such illegal behavior: and,

The signatory will not permit illegal environmental violation, including but not limited to, a CWA violation of local, state or federal law to continue for an unreasonable length of time after the violation is discovered. Any violations will be corrected if at all feasible by the end of the shift during which the violation is discovered, or if that is not possible, within twenty-four hours; and,

The signatory will immediately report any illegal or potentially illegal activity related to environmental and/or health and safety practices to management as soon as reasonably practicable after the activity becomes known to them. In no event will a reasonable time to report in compliance with this section exceed twenty-four hours, except that if a reportable event hereunder occurs on a Friday, a weekend or holiday, the day to report will be the next following work day.

Employee's Signature _____

Date _____

WRITTEN HAZARD COMMUNICATION PROGRAM

The following Hazard Communication Program has been developed for Empire Painting

CONTAINER LABELING

Management will verify that all containers received for usage at the shop will:

1. Be clearly and properly labeled as to hazardous chemical content
2. Labels will list applicable hazards and necessary work practice warnings or guidelines.
3. Labels will list the name and address of the manufacturer. Secondary containers, not for immediate use, will also be properly labeled.

MATERIAL SAFETY DATA SHEETS (MSDS)

Copies of the MSDS for all hazardous chemicals at the Empire Painting Shop will be maintained at the foreman's office and available for employee review upon request. MSDS will be updated when new products are used or old products discontinued.

EMPLOYEE TRAINING

Employees assigned to painting where hazardous chemicals may be involved will be given the following information and training which will be provided by management.

1. Overview of the Hazardous Communication Standard.
2. Hazardous chemicals in the work place.
3. Work practices and personal protective equipment to prevent adverse exposures to these chemicals.
4. Warning properties and types of exposures (i.e., odor, welding smoke, skin contact, ventilation).
5. Emergency procedures to follow if adverse exposure occurs.
6. Emergency procedures for spills or non-routine tasks, such as confined space entry.

FIRST AID

A First Aid kit is available at the job site. The employees are instructed to obtain first aid for all injuries no matter how minor. If the injury is not minor the employee is to immediately inform his supervisor and/or to call 911.

SUBSTANCE ABUSE POLICY

Empire Painting strives to provide a healthy and safe work environment where all employees are free from the effects of drugs, alcohol and other job-impairing substances. In order to achieve this objective, the following shall apply to all employees:

COMPANY RULES:

Failure to comply with the following Company Rules may result in disciplinary action up to and including termination.

1. Employees will not use, possess or distribute on Company premises, facilities or work places at any time:
 - Alcoholic Beverages
 - Intoxicants, Narcotics
 - Illegal or Unauthorized Drugs (including marijuana)
 - Drug Paraphernalia
2. Employees will not report for duty or become, while on Company premises, under the influence of any substance which will impair alertness, coordination, working ability, or safety in any way.
3. Employees must report the use of medically authorized or prescription drugs, over-the-counter drugs or other substances which can impair job performance to management and provide written medical authorization from a physician/dentist to work while using such substances.
4. All employees will be subject to Drugs of Abuse Screening when reasonable suspicion of impairment and/or being under the influence exists, or when an accident resulting in physical injury or property damage has occurred that cannot be reasonably or satisfactorily explained. Refusal to take the test, sign the lab's consent form, or tampering with the sample will result in termination of employment.

DRUGS OF ABUSE (INCLUDING ALCOHOL) SCREENING:

1. The company retains the right to implement any and/or all of the following testing programs: pre-employment, re-employment, random testing, post accident, periodic, for cause or reasonable suspicion.
2. Employees referred for drug testing will be transported by management to the testing facility.
3. Upon return to the shop, employees will be suspended without pay pending results of the test. If the test results are negative, employees will be reinstated with back pay for any scheduled hours.
4. If test results are positive, a conference will be scheduled with the employee to discuss options: Mandatory referral and assessment by a physician or licensed counseling professional*. Enrollment in an completion of a Rehabilitation Program. Employees must sign an agreement with the Company. In addition, these employees will be subject to random testing for a period of two (2) years.
– OR – Termination.
5. Refusal to sign the rehabilitation agreement or failing to meet the commitments of the agreement will result in termination.

EMPLOYEE RIGHTS

1. Employees terminated for reasons related to drug testing may receive a copy of their test results upon request.
2. Test results will remain confidential and be available only to appropriate management and his/her designee(s).

Effective Date _____

Approved By _____

I have received a copy of this Company Policy on Substance Abuse and understand the above rules, procedures and employee rights.

Signature _____

Print Name _____

Date _____

* In cases of a positive alcohol test only, if the physician or licensed counseling professional feels rehabilitation is unnecessary, the Company may apply a final warning in lieu of rehabilitation; however, the employee will be subject to random testing, as stated.

NOTIFICATION TO EMPLOYEES: DRUG & ALCOHOL POLICY

Our company wishes to create a safe, drug-free work environment for all employees. Our company rules prohibit the use of, possession of or being under the influence of any substance of abuse, including alcohol. Our company's drug and alcohol policy also calls for testing of employees to ensure compliance with this company's work environment objectives.

The purpose of this letter is to inform employees that, pursuant to our company policy, that effective immediately, our company will implement a random testing program for substances of abuse. Random testing will be in addition to any other testing programs in place or that may be put in place under our policy. All employees of this company will be subject to random drug and alcohol testing.

If any employees feel that they may have a problem with drugs or alcohol, they are encouraged to seek immediate counseling and treatment. If an employee wishes the assistance of the company in seeking such assistance, they may contact management. All such requests will be treated confidentially; however, an employee will be expected to follow through on recommendations for counseling and treatment after making such a request. If you have any questions on the programs, please contact management.

Acknowledgement: I understand that effective today I will be subject to random drug testing. I understand that by voluntarily remaining employed by Empire Painting, I have accepted this policy and testing procedure as a condition of my employment – whether or not I have signed below. I also understand that the company has offered me the opportunity to seek assistance for any drug and alcohol problems at this time.

(note: if you have signed our employment application, you have already agreed to such testing)

Employee Signature_____

Printed Name_____

Date_____