



Code of Safe Practices

INJURY AND ILLNESS PREVENTION PROGRAM

Employee Communication & Compliance

Reviewed October 2023

It is **Job Options, Inc.**'s policy to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by *every* employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors and Project Managers will require that employees observe all applicable Company, State and Federal safety rules and practices and will take action as is necessary to obtain compliance.

The following safe practices are necessary to ensure compliance with this policy. Please note that this is not an all inclusive list of Job Options' safety rules but is merely a representation of the safe work practices that all employees should adhere to:

1. Report all unsafe conditions and equipment to your Supervisor, Project Manager, Safety Officer or Safety Compliance & Training Administrator immediately.
2. Employees shall report immediately all accidents, injuries, and illnesses to the Supervisor, Project Manager, Human Resources Workers Compensation Administrator, Safety Officer or Safety Compliance & Training Administrator. (In the event an employee is injured on the job and medical treatment is required, compensation will be paid in accordance with the Workers' Compensation Laws of the State of California (or other state in which the worksite is located). Maps indicating the nearest medical facilities for injury treatment are prominently posted throughout the worksite.)
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. No one shall knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness, medication, or other causes that it might unnecessarily expose him/her, or others, to injury.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well being of the employees are prohibited.
6. Means of egress shall be unblocked, well-lit and unlocked during business hours.
7. Exit doors must comply with fire safety regulations during business hours.
8. Aisles must be kept clear at all times.

9. Stairways should be kept clear of items that can be tripped over. All areas under stairways that are egress routes should not be used to store combustibles.
10. Materials and equipment shall not be stored against doors or exits, fire ladders or fire extinguisher stations.
11. Upon hearing the fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location—parking lot in front of the facility or other place as the on-scene senior supervisor directs after egress.
12. Only trained workers may attempt to respond to a fire or other emergency. **No** Job Options, Inc. employees working at a Federal Government worksite are considered to have such training and therefore **will not** attempt to respond to a fire or other emergency.
13. Work areas should be maintained in a neat, orderly manner.
14. Trash and refuse are to be thrown in proper waste containers.
15. All spills must be cleaned promptly using procedures appropriate to the spilled material. “Wet Floor” or other appropriate warning signs will be placed conspicuously when working with wet or slippery floors.
16. Never leave lower desk or cabinet drawers open that present a tripping hazard.
17. Use care when opening and closing drawers to avoid pinching fingers.
18. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
19. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above. Items are not to be stored on top shelving over six feet without a barrier to prevent them from falling.
20. Never stack material precariously on top of lockers, file cabinets, or other high places.
21. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired or replaced promptly.
22. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
23. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.

24. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
25. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Heaters must be U.L. approved, 1500 watts or less, and equipped with a switch that automatically turns the heater off if it falls over.
26. Appliances such as coffeepots and microwaves should be kept in working order and inspected for signs of wear, overheating, or fraying of cords.
27. Plug all electrical equipment into appropriate wall receptacles, or into an extension of only one (1) cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground. Always grasp the plug housing to remove a plug from the receptacle; NEVER pull on the cord to remove a plug from the receptacle.
28. Always use the proper lifting technique. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
29. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
30. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
31. When working with a computer screen, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
32. When performing tasks involving repetitive motions, vary activities to allow use of different muscles and take micro pauses by periodically letting muscles rest for 5 to 10 seconds.
33. When using the phone, do not cradle the phone between your head and shoulder to avoid strain on your neck and shoulders. Use a headset if your job requires extensive use of phone.
34. Adjust your posture or stand up for a minute or two after sitting for an hour.
35. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
36. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
37. Office machinery must be operated according to the manufacturer's instructions, and guards and covers must be kept in position unless removed by authorized personnel

carrying out essential maintenance. Photocopiers, for example, often operate at high voltages and even small paper cutters can inflict serious injuries.

38. Adequate lighting and ventilation must be maintained at all times.
39. Chairs, desks, or drawers should never be used to access higher areas. Step ladders shall be used.
40. Read the instructions on the container before using chemicals and avoid contact with skin or clothing. Be familiar as to the location of the accompanying Safety Data Sheet (SDS).
41. Cleaning supplies should be stored away from edible items on kitchen shelves.
42. Cleaning solvents and flammable liquids should be stored in appropriate containers.
43. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
44. Never use a metal ladder, extension pole, or mop handle where it could come in contact with energized parts of equipment, fixtures, or circuit conductors.
45. Do not operate electrical equipment with wet hands, while standing on wet floors or in water, or while in contact with exposed pipes or other grounded metal.
46. Inspect motorized vehicles and other mechanized equipment or battery-operated equipment, daily or prior to use.
47. Shut off engine, set brakes, and block wheels prior to loading or unloading vehicles. Ensure other operators comply with this requirement before assisting in unloading of their vehicles.
48. Inspect pallets and their loads for integrity and stability before loading or moving.
49. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs, or high temperature lines.
50. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
51. Wear hearing protection in all areas identified as having high noise exposure. Wear hearing protection when operating weed eaters, gas powered lawn mowers and blade edgers.
52. Goggles or face shields must be worn when grinding. Goggles will also be worn when operating weed eaters and a face shield will be worn when dusting overhead surfaces.

53. Disposable dust masks must be worn when sweeping, dusting, or operating weed eaters or lawn mowers. Disposable dust masks will be worn any time dust or other airborne contaminants are present as a result of the work in progress.
54. Do not use any faulty or worn hand tools including wooden handles when they are broken or splintered. Damaged tools or equipment shall be removed from service, stored in the Project Manager's or Purchasing Manager's office, and tagged "Defective".
55. Guard floor openings by a cover, guardrail, or equivalent. Do not enter into a confined space unless tests for toxic substances, explosive concentrations, and oxygen deficiency have been taken.
56. Always keep flammable or toxic chemicals in closed containers when not in use.
57. Do not eat in areas where hazardous chemicals are present. Cleaning supplies should be stored away from edible items on kitchen shelves or other storage areas.
58. Be aware of potential hazards involving various chemicals stored or used in the workplace. NEVER mix two different chemicals together in the same container.
59. Store chemicals and other supplies in a manner that prevents damage to supplies or injury to personnel when they are moved. Store heaviest items closest to the floor and lightweight items above.
60. Store cleaning solvents and flammable liquids in appropriate containers. Keep solutions that may be poisonous or not intended for consumption in well labeled containers. EVERY CONTAINER holding chemicals MUST be labeled as to the contents.
61. Employees shall wear rubber gloves while mixing, pouring, applying, or in any other manner, handling chemicals. Employees shall cleanse themselves and their reusable gloves after handling hazardous substances or any cleaning chemicals and follow special instructions from authorized sources, including Safety Data Sheets (SDS).
62. Use equipment in the manner prescribed and for its intended purpose only, and do not misuse it. Misuse can cause damage to the equipment and possible injury to the user.
63. Appropriate footwear will be worn at all times while at the worksite.
64. Reflective safety vests or jackets will be worn at all times while working in or around vehicular traffic. One person will be designated as the Safety Observer and will not engage in work performance but will remain exclusively alert to any potential danger from oncoming traffic and warn the work personnel accordingly.
65. Radios, tape, and disc players, with or without earphones, will not be played during work time, with one specific exception. There is a direct potential for radios, tape, and disc players to be disruptive to the work environment, create a distraction, and/or prevent

hearing a warning. Therefore, they are considered a direct safety hazard and their use in any form during work time is restricted. The only exception to this rule is that when specifically authorized by the Site Supervisor, employees directly engaged in stocking shelves in the commissary stores, may play a radio, but *without the use of earphones*.

66. Gasoline will be stored in a locked metal shed outside the building confines. Gasoline shall not be used for cleaning purposes.
67. Only personnel who have been indoctrinated, trained, and authorized shall operate machinery or equipment. No floor machinery will be operated closer than twelve (12) inches from any vertical surface.
68. Loose or frayed clothing, long hair, dangling ties, or finger rings shall not be worn around machinery with moving parts or other places where they may become entangled.
69. Machinery shall not be serviced, repaired, or adjusted while in operation, nor shall oiling of moving parts be attempted.
70. Care will be taken to ensure the correct voltage and proper connection of the battery charger is used when charging battery operated machinery. Battery compartment cowling and battery caps will be removed during charging; ensure batteries contain full water levels. Ensure no flames or other spark causing material is permitted around battery charging areas.