

# Employee Handbook

## Inside Front Cover

**REPORT ALL INJURIES  
AND UNSAFE CONDITIONS  
TO YOUR SUPERVISOR  
IMMEDIATELY**

**THE SUPERINTENDENT OR HIS  
DESIGNEE MUST AUTHORIZE  
ALL MEDICAL TREATMENT**

Flashback arrestors shall be an integral part of the oxy/fuel rig. At the very minimum, arrestors must be used at the regulators. Arrestors at the torch should also be used.

### HOUSEKEEPING

Form and scrap lumber will be kept clear from work areas. Remove combustible scrap and debris at regular intervals. Containers will be provided for collection and separation of all refuse. Covers are required on containers used for flammable or harmful substances. At the end of each phase of work, return all tools and excess material to proper storage. Clean up all debris before moving onto the next phase. Each employee is responsible for keeping their work area clean.

### INCIDENTS/INJURIES/NEAR MISSES

All incidents/injuries/near misses, even those that appear to be slight, MUST be reported immediately to your supervisor. (An incident is defined as an occurrence that did or could have resulted in an injury, death, property damage, environmental damage, or loss of production.) An approved medical facility will be used for medical treatment if needed. The use of non-approved medical facilities will result in the employee paying for treatment. This is in accordance with Workers Compensation law.

**Failure to follow this procedure may be deemed a serious safety violation.**

### JOINTERS

Each hand fed jointer and planer with a horizontal head must be equipped with a cylindrical cutting head. **GUARDS MAY NOT BE REMOVED.** Each jointer must have a guard that automatically covers the cutting head on the working side of the fence or cage.

### LADDERS

Inspect each ladder before using it. Remove from service any ladder found to be defective and notify your supervisor immediately.

Always use 3-point contact (two feet, one hand, or two hands, one foot) when ascending or descending a ladder.

Do not overreach. Keep your belt buckle between the ladder sides at all times. change the position of the ladder as necessary to keep within reach of the work area.

Face a ladder when working from it.