



# SAFETY MANUAL



*For Star HR Employees Only*

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# General Emergency Guidelines

When on the job always be aware and know the following:

**Emergency Action Plan** - in the event of a fire, tornado, or hazardous material spill. If you are not initially trained on this, ask your immediate supervisor for specifics.

**Emergency Exits** – doors, windows, stairs, fire escapes

- Where are they located in relation to your job position?
- Are they easily identified and accessible?
- Is there more than one way to exit the building?
- Are they unlocked during normal working hours?
- Where is the closest accessible stairway? Do NOT use elevators
- Where is the meeting point for employees in your area?

**Fire**

- What would I do in case of a fire?
- Who do I notify if I see a fire?
- Where is the closest fire extinguisher? How do you use it?
- Where is the fire alarm pull switch?

**In the event of a fire,**

- Notify your supervisor and coworkers to evacuate the area
- If Necessary, activate the fire alarm.
- Stay low to the ground to avoid smoke inhalation.
- Cover your mouth and nose with cloth to reduce smoke inhalation.
- Follow the onsite emergency plan for evacuation.

**In the event of a hurricane or tornado,**

- Stay low to the ground.
- Get to the lowest floor of the building and move to the center of the building.
- Stay away from windows, glass doors, or heavy objects.
- Follow the on-site emergency plan.

**In the event of a hazardous material leak/spill,**

- Notify your supervisor immediately.
- Do not attempt to clean up the leak or spill if you have not been specifically trained to do so.
- Follow the on-site emergency plan.





# Hand Tool Safety

## Use the right tool for the job.

- Do not use a wrench as a hammer, or pliers as a wrench, or a screwdriver as a chisel, etc.
- Use safety box cutters correctly, and cut away from your body. Do not use straight razors for box cutting.

## Keep tools in good condition.

- Notify your supervisor if you have a broken or not working tool.
- Do NOT use if it is broken
- Keep the tool sharp, dull blades require more force and increase the risk of injury.

## Keep tools in a safe place.

- Carry tools in appropriate tool bags.
- Do NOT carry in pockets or left unprotected which could cause a potential injury.

## Get trained on tools before you use it

- Always get trained on an unfamiliar tool, even if you may be able to figure it out. There may be a safety issue you are not aware of.
- Cut away from your body when using knives, ground electrical tools, etc.
- Keep solid footing and good balance while using any tool.

## Do not leave power tools plugged in.

- Unplug or remove batteries before changing blades, bits or otherwise servicing tools.

## Never carry a powered tool by the cord or hose.

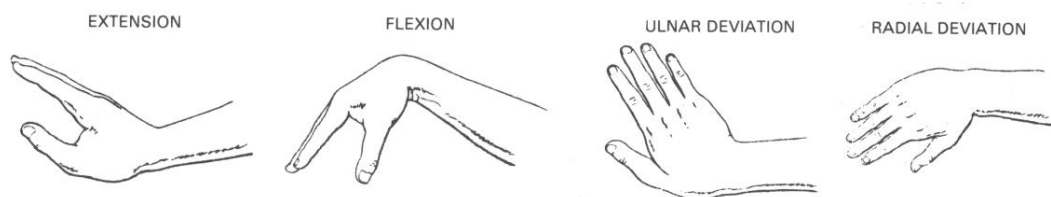
- Always disconnect cords by pulling on plug.
- Never yank the cord or hose to disconnect a power tool.
- Never run a cord or hose across a walkway or work area.

## Wear proper Personal Protective Equipment.

- Use the appropriate PPE when using hand or powered tools.
- In most cases, this will require that you wear safety glasses minimum.

## Hold your hand(s) in the proper position while using hand tools.

- Tendinitis, Tenosynovitis and Carpal-Tunnel Syndrome are caused by repetitive movements with extreme wrist positions while exerting high levels of force with the hand/arm/wrist. Avoid using force while your hand is in one of these extreme positions:



# Hearing Conservation

## Hearing loss is . . .

**Painless**

**Permanent**

**Progressive**

**Preventable**

- Hearing loss is slow to detect but by the time a diagnosis is determined, the damage will be permanent and untreatable.
- If you have to shout to be heard by someone standing three feet away, then you should be wearing hearing protection.
- Portable radios/cd/mp3 player headphones are NOT a substitute for foam tipped ear plugs.
- Do NOT wear audio headsets during work.



**Foam ear plugs**



**Ear muffs**

# General Housekeeping

- Keep your work area clean **before, during,** and **after** your shift.
- Clear walkways around your work area from any obstruction.
- Keep combustible materials (paper, sawdust, etc.) away from heat.
- Do not smoke outside of designated areas.
- Non-hazardous spills should be cleaned immediately.
- Spills of unknown nature or of hazardous substances should be reported immediately to the supervisor or the on-site safety team.
- Put trash **INSIDE** the trash receptacle, not beside, behind or on top of it.
- Do not dispose of hazardous materials except in receptacles designed for hazardous materials.
- Keep loose articles away from machine feeds, gears or automated equipment.
- Clean up spills or leaks as soon as possible, especially around entrances and exits.
- Correct or notify supervisor if you notice any trip hazards, such as slippery surfaces, loose or curled carpeting, or extension cords across traffic area.



# Industrial Lift Truck (forklift) Safety

Only **trained** and **authorized** employees can operate forklifts.

- Always perform an initial check prior to shift. Check tires, levers, gauges, defects or problems.
- Always wear steel toe safety shoes when using lift trucks.
- Know the maximum capacity and never exceed it.
- Center, stabilize, and distribute the weight evenly.
- Use special care with long, wide or tall loads.
- Never carry passengers.
- Keep your hands, arms, legs, and feet inside the vehicle.
- Keep the load low enough so that you can see. Be sure you can always see in the direction of travel.
- Keep the load low when traveling up or down inclines.
- Operate the lift truck only from the proper position and with the protection of the overhead guard and/or the load back rest.
- Watch out for people.
- Do not operate at speeds that make stopping unsafe.
- Signal at blind intersections.
- Watch for overhead and side clearances.
- Stay clear of the edge of loading docks.
- Avoid sudden starts, stops, or fast cornering. The load should be slightly tilted backwards to stabilize it.
- When you park, lower the forks to the floor, set the brakes, place the shift lever in neutral, shut off the power, and remove key.



# Ladder Safety

- Inspect the ladder before each use
  - Check for corrosion
    - Check for bent or broken rungs or rails
    - Check for stable and solid footing
    - If it is not safe, report it to your supervisor immediately.
- Always use the three-point-rule when climbing/descending the ladder – While facing the ladder, ALWAYS have three points of contact on ladder when climbing, whether it is two hands and one foot OR two feet and one hand.
- Never overreach - If your shoulders are outside the width of the ladder, you are overreaching.
- Do not move the ladder while you are on it
- Keep pedestrian traffic away from a ladder work area.
- Do NOT walk under ladders



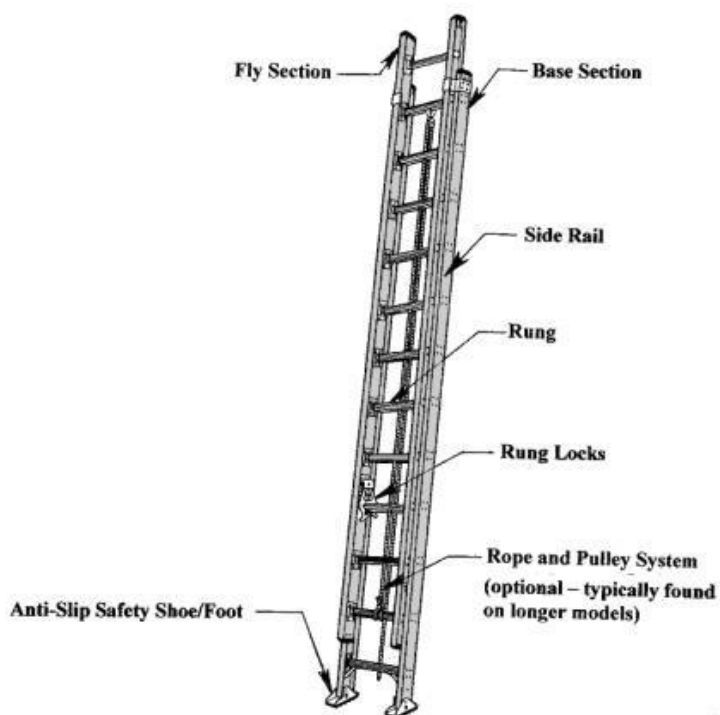
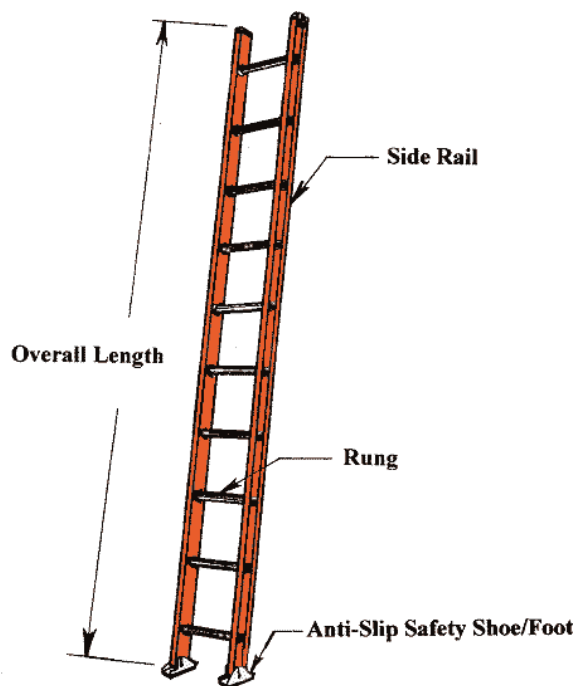
## STEP LADDERS

- Place all four feet on solid ground when using ladder.
- Make sure the base is fully opened
- Make sure spreader bar is locked in place before climbing
- Always use the correct side
- **Do NOT** stand on the **TOP STEP** or **TOP CAP**.



## SINGLE LADDERS

- Must have both side rails on support point
- Must extend three feet past support point.
- Secure top of ladder to support point to prevent slip sideways
- The proper angle of a ladder is important. Move the ladder 1 foot away from the wall for every 4 feet of height (otherwise known as the 4 to 1 rule).



## EXTENSION LADDER

- Must extend three feet past support point.
- Verify rungs are serviceable
- Check the rung lock is secured before climbing on ladder

# Safe Lifting Techniques



- Plan the route ahead
  - Is the path clear?
  - Are there any potential trip hazards?
- Access the item
  - Is item easily accessible?
  - Do you need equipment to access item?
  - Can you slide item versus carry it?
- Size up the load.
  - Is it too heavy?
  - Divide the load if possible
  - Do you need another person to carry it?
  - Do you need equipment to lift the load?
- Position your body close and center it over the item.
  - Is your back leaning over to reach the item?
  - Can you use leverage to get close to the item?
  - Is the item close to the center of your body?
- Bend at your knees and squat down.
  - Tightened your stomach muscles.
- Grasp the load firmly.
- Lift straight up with your legs, NOT with your back.
  - Hold the load close to your body with your elbows resting against your sides.
  - Keep the load balanced.
- Avoid twisting, reaching and bending with the load.
- Reverse the process to put the load down. Do not let your back do the work.

# Back Safety



## STANDING

- Shift your posture by resting one foot on a step or rail 2 or 3 inches above the ground for a few minutes. Then switch to the other foot.
- Avoid standing with your hips leaning against a counter or table. This can force you into a vulnerable, strained stance to maintain your balance.

## SITTING

- Sit with your hips well back in the seat and the small of your back supported.
- Bring a pillow (*1 1/2 inches thick or so*) to tuck behind your lower back for extra support.
- Keep your knees above your hips if possible to reduce the stress on your spine.

## REACHING

- Do not stand on tiptoe and stretch to reach.
- If something is not within your arms' reach while standing with both feet on the ground, get a step stool to reach it.

## PUSHING OR PULLING

- Avoid pulling whenever possible. If you must pull, face the load. Dragging a weight behind you can injure your back, shoulder, or neck.
- Push in a steady, slow motion. Keep your weight balanced between your feet.



# Personal Protective Equipment

- For your own personal safety, wear assigned Personal Protective Equipment (PPE) at **ALL** times while in your work area.
- Job site supervisor will train and issue you specific PPE for the task. If you are not properly trained please tell your supervisor.
- Failure to wear PPE is grounds for dismissal from your job.
- Verify PPE is in good working condition on a daily basis.
- If PPE is defective, broken, or worn down, do NOT use. Replace if possible OR notify your supervisor immediately.
- If co-worker is not wearing Personal Protective Equipment or wearing incorrectly, notify the supervisor of the potential risk.

## FOOT PROTECTION



## HAND / ARM PROTECTION



## EYE / FACE PROTECTION



## HEAD PROTECTION





## PROTECTIVE CLOTHING



## WELDING MASKS



- Never look directly at welding work without a proper welding mask.
- If you work in an area where welding occurs but you are not welding, you may still be required to wear a mask or safety glasses to protect your eyes.

## RESPIRATORY PROTECTION

- Employees required to use Respiratory gear should be fit tested and trained prior to use by supervisor
- If trouble breathing, notify supervisor immediately.
- If you feel you should be using respiratory equipment or are not trained on equipment prior to use, please tell your supervisor.



## HAZARDOUS COMMUNICATION

- If you are working with hazardous material, you have a right to know the hazards and how to protect yourself.
- All companies are required to have an SDS (Safety Data Sheets) on each hazardous chemical and can be easily accessed and read by employee.
- Locate the company's SDS station.
- Always read labels on any container you are using for safety precautions.
- If containers are missing labels, do NOT use and notify the supervisor.
- The following symbols may help you identify the different types of hazards.

### Manufacturer's Warning Labels

**Chemical container labels are your key to staying safe.**

A CHEMICAL WARNING LABEL TELLS YOU...

- ▲ the **name** of the chemical—the common name, the chemical name or both.
- ▲ the **name, address and emergency telephone number** of the manufacturer.
- ▲ the chemical's **physical hazards**—what can happen to you if the chemical isn't handled properly.
- ▲ the chemical's **health hazards**—health problems that can result from overexposure.
- ▲ instructions for proper **storage and handling** of the chemical.
- ▲ basic **protective clothing, equipment and procedures** that are needed to work safely with the chemical.

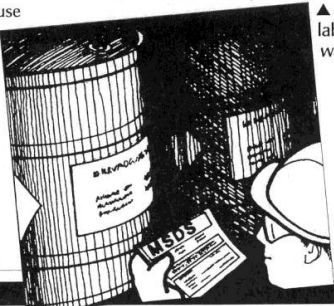
SPECIAL SIGNAL WORDS	IF THE LABEL SAYS:	IT CAN CAUSE:
	DANGER	immediate serious injury or death
	WARNING	potentially serious injury or death
	CAUTION	potentially moderate injury

**✓ Always...**

- ▲ Read the label and MSDS for every chemical you work with.
- ▲ Check that every container you use has a label.
- ▲ Report missing or damaged labels so they can be replaced.
- ▲ Put labels on portable containers for all hazardous chemicals.
- ▲ Be familiar with your company's emergency procedures for chemical spills, fires and exposure.

**✗ Never...**

- ▲ use a container that isn't labeled.
- ▲ cover labels so they can't be read.
- ▲ ignore label warnings.



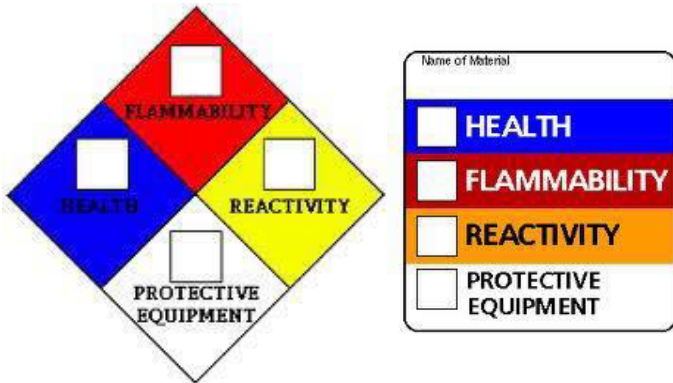
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## RECENT CHANGES TO OSHA'S HAZARDOUS COMMUNICATION STANDARD

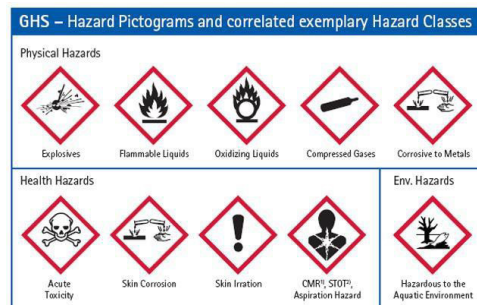
Every organization is responsible for having a written Hazardous Communication Plan. The most recent change to OSHA's Hazardous Communication Standard (HCS) has been aligned with the Global Harmonized System (GHS). As of June 1, 2015, all vendors and manufacturers are required to use new labels and new Safety Data Sheets. Please see below for the general description of changes:

### OLD PICTOGRAMS:



### NEW PICTOGRAMS

Employees will receive a cheat sheet showing what each pictogram signifies.



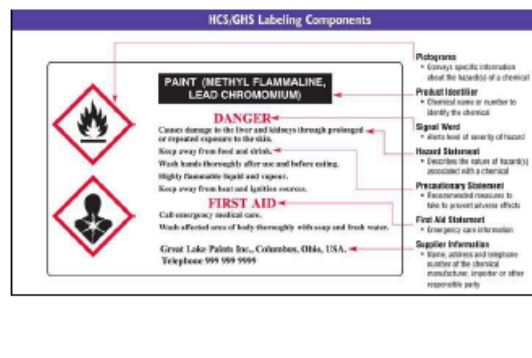
1) carcinogenic, germ cell mutagenic, toxic to reproduction / 2) specific target organ toxicity

### OLD LABELS



### NEW LABELS

Label requires: Product Identifier, Signal Word (*either Danger or Warning*), Pictograms, Hazardous Statement, Precautionary Statement, and contact information of manufacturer/distributor/importer.





# NEW SAFETY DATA SHEETS



Previously, every manufacturer used their own version of MSDS sheets.

NOW each manufacturer MUST provide information for specific sections: Mandatory per OSHA are Sections 1 – 11: 1 identification, 2 Hazard Identification, 3 Ingredient Information, 4 First aid measures, 5 Fire-fighting measures, 6 Accidental release measure, 7 Handling /Storage, 8 Exposure controls/PPE, 9 Physical and chemical properties, 10 Stability and reactivity, and 11 Toxicological information. Sections 12 – 15 not mandatory.

WD-40 Aerosol - w40r\_sds01.pdf

**WD-40**  
MATERIAL SAFETY DATA SHEET

**I. PRODUCT IDENTIFICATION**

Manufacturer: WD-40 Company  
Address: 1501 Cudahy Place (92110)  
City: San Diego, California 92135-0607

Telephone: 1 (800) 424-6300 (U.S. ONLY)  
Emergency Only: (619) 275-1400  
Information: (619) 275-1400  
Chemical Name: Organic Mixture  
Trade Name: WD-40 Aerosol  
Item No.: 10002, 10005, 10008, 10011, 10013, 10016, 10023

**II. HAZARDOUS INGREDIENTS**

Chemical Name	CAS Number	%	Exposure Limit
Aliphatic Petroleum Distillates	8002-2	60-70	ACGIOSHRA 100 ppm (REL)
Carbon Dioxide	64742-85-0	15-20	10 mg/m <sup>3</sup> TWA (MPE)
Non-Hazardous Ingredients	124-38-8	<10	5000 ppm (REL)

**III. PHYSICAL DATA**

Boiling Point: NA  
Melting Point: 100 to 110 °F (38 to 43 °C)  
Solubility in Water: Insoluble  
Specific Gravity (at 15 °C): 0.81 @ 70 °F  
Percent Volatile (column): 70%

Evaporation Rate: Not determined  
Flash Point: 110 to 115 °F (43 to 46 °C)  
Autoignition: Not determined  
Color: Characteristic color

**IV. FIRE AND EXPLOSION**

Hazard: None  
Flammable Limits: Not applicable  
Special Fire Fighting Procedures: None  
Unusual Fire and Explosion Hazards: None

**V. HEALTH HAZARD / ROUTES OF ENTRY**

Threshold Limit Value: None  
Symptoms of Overexposure: Irritation of the respiratory tract (coughing, sneezing, and sore throat).  
Skin Contact: May cause irritation, redness, and dryness.  
Eye Contact: May cause irritation, redness, and dryness.  
Inhalation: May cause irritation, redness, and dryness.  
Ingestion: May cause irritation, redness, and dryness.

**VI. REACTIVITY**

Stability: Stable under normal conditions.  
Reactivity: None.

**VII. SPILL OR LEAK**

Spill Response: None.  
Waste Disposal: None.

**VIII. SPECIAL HAZARDS**

None.

**IX. SPECIAL PRECAUTIONS**

None.

**X. TRANSPORTATION**

None.

**XI. REGULATORY INFORMATION**

None.

WD-40 Aerosol - w40r\_sds01.pdf

**WD-40**  
Material Safety Data Sheet

**1 - Chemical Product and Company Identification**

Manufacturer: WD-40 Company  
Address: 1501 Cudahy Place (92110)  
City: San Diego, California, USA 92135-0607

Telephone: 1-888-324-7376 (PHOSAR)  
Emergency Only: 1-888-324-7376  
Chemical Spills: 1-800-424-9300 (ChemWatch)  
1-703-577-8887 (International Calls)

Chemical Name: Organic Mixture  
Trade Name: WD-40 Aerosol  
Product Use: Lubricant, Penetrant, Drives Out Moisture, Removes and Protects Surfaces  
Freeze Protection  
MSDS Date of Preparation: 3/11/10

**2 - Hazard Identification**

Emergency Overview:  
DANGER: Flammable aerosol. Contents under pressure. Harmful or fatal if swallowed. If swallowed, may be aspirated and cause lung damage. May cause eye irritation. Avoid eye contact. Use with adequate ventilation. Keep away from heat, sparks and all other sources of ignition.

Symptoms of Overexposure:  
Inhalation: High concentrations may cause nasal and respiratory irritation and central nervous system effects such as headache, dizziness and nausea. Intentional abuse may be harmful or fatal.  
Skin Contact: Prolonged and/or repeated contact may produce mild irritation and defatting with possible desquamation.  
Eye Contact: Contact may be irritating to eyes. May cause redness and tearing.  
Ingestion: This product has low oral toxicity. Swallowing may cause gastrointestinal irritation, nausea, vomiting and diarrhea. This product is an aspiration hazard. If swallowed, can enter the lungs and may cause chemical pneumonia, cause lung damage and death.  
Chemical Effects: None expected.  
Medical Conditions Aggravated by Exposure: Pre-existing eye, skin and respiratory conditions may be aggravated by exposure.

Reported Cancer Agent:  
Yes No X

**3 - Composition/Information on Ingredients**

Ingredient	CAS #	Weight Percent
Aliphatic Hydrocarbon	64742-85-0	65-70
Chemical	64742-85-0	<10
Aliphatic Hydrocarbon	64742-85-0	<10
Petroleum Base Oil	64742-85-0	<10
LVP Aliphatic Hydrocarbon	64742-85-0	12-18
Carbon Dioxide	64742-85-0	2-3
Surfactant	64742-85-0	<2
Non-Hazardous Ingredients	64742-85-0	<10

**4 - First Aid Measures**

Inhalation: Remove to well-ventilated area. If irritation persists, call physician. Poison control center or the WD-40 Safety Hotline at 1-888-324-7376 immediately.  
Eye Contact: Flush thoroughly with water. Remove contact lenses if present after the first 5 minutes and continue flushing for several more minutes. Get medical attention if irritation persists.  
Skin Contact: Wash with soap and water. Remove contaminated clothing and shoes. Get medical attention if irritation persists.  
Ingestion: Do not induce vomiting. Call physician, poison control center or the WD-40 Safety Hotline at 1-888-324-7376 immediately.  
If swallowed, do not eat, do not drink, do not use tobacco, do not operate machinery or drive a vehicle.

**5 - Fire Fighting**

Use only with adequate ventilation. Special Fire Fighting: Use water spray to extinguish. Do not use water directly on the fire. Use dry chemical or CO<sub>2</sub> extinguisher.

**6 - Accidental Release**

Use only with adequate ventilation. Use only with adequate ventilation. Use only with adequate ventilation.

**7 - Handling and Storage**

Use only with adequate ventilation. Use only with adequate ventilation. Use only with adequate ventilation.

**8 - Exposure Controls/Personal Protection**

Use only with adequate ventilation. Use only with adequate ventilation. Use only with adequate ventilation.

**9 - Physical and Chemical Properties**

Boiling Point: Not applicable  
Solubility in Water: Insoluble  
Vapor Pressure: Not applicable  
Percent Volatile: 70%  
Coefficient of Vapour Distribution: Not applicable  
Flash Point: 110 to 115 °F (43 to 46 °C)

**10 - Stability and Reactivity**

Stability: Stable under normal conditions.  
Reactivity: None.

**11 - Toxicological Information**

None.

**12 - Ecological Information**

None.

**13 - Disposal Considerations**

None.

**14 - Transportability**

None.

**15 - Regulatory Information**

None.

This is general information based on the new GHS/HCS changes. When employee is exposed to any chemical hazard during an assignment, the facility will provide specific safety precautions and control measures to reduce safety risk. If no information is provided, please notify your safety representative.





# Machine Safety

- Never operate any equipment or machines unless previously trained by a supervisor
- Assume a machine is always on and take the correct safety precautions
- Verify the guards are all in place, correctly adjusted, and fully operational before you use the machine.
- Start equipment only **AFTER** the guards have been checked.
- Keep your mind alert and on task at all times.
- Never remove or alter a machine guarding.
- Never work on a machine that has a protective guard missing. Notify supervisor immediately. If you are told to work without the proper protective guard, notify Star HR.
- Report any defective, broken or missing guards or dangerous conditions immediately to the supervisor. If conditions are not corrected, contact Star HR.
- Never make a guard inoperative for any purpose.
- Before commencing work on guarded parts of the machinery, make sure you have been trained on process to shut down the equipment, lock out energized power, and engage positive stops.
- Never put fingers through guard openings or reach your hand into a danger zone.
- Do not wear loose clothing around machinery.
- Use the correct, specialized tools to feed and remove stock or scrap from danger zones when needed.



# Electrical General Safety, Bloodborne Pathogens, Lockout/Tagout

## ELECTRICAL GENERAL SAFETY

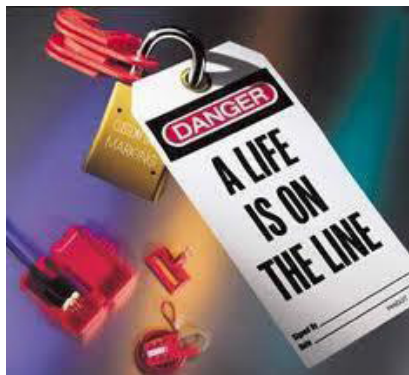
- Pull on plugs NOT on cords when disconnecting equipment
- Use correct tooling when working around or on electrically energized equipment
- If someone is electrocuted, do NOT touch them. FIRST disconnect power, otherwise you can also be electrocuted
- Never use a cord that has a broken ground prong.
- Check cords and plugs daily for exposed, worn, or kinked wiring. Discard if worn or damaged.
- Keep power cords away from heat, water, and oil.
- If cord feels hot to the touch, do NOT use. Notify supervisor
- Never use extension cords as permanent wiring

## BLOODBORNE PATHOGENS

- If there is blood in any working area, do NOT touch. Notify supervisor to have certified personnel investigate, clean, and handle the blood.

## LOCKOUT / TAGOUT

- Lockout /Tagout or LOTO is a warning and prevention system for unexpected startup and release of stored energy
- Cleaning or maintaining equipment may require LOTO equipment. If LOTO is required, make sure you are trained prior to performing work.



# Substance Abuse Policy, Drug Testing, Workplace Violence



## SUBSTANCE ABUSE POLICY

Star HR enforces a “Drug/Alcohol Policy” which prohibits the possession, sale, use or being under the influence of alcohol or drugs during company time, other than the use of prescribed drugs. Violation of this policy will subject you to immediate dismissal.

## DRUG TESTING

All Star HR employees are subject to random, post-accident, reasonable suspicion, and return- to-duty drug testing and failure of, or refusal to take, any such test may result in termination

## WORKPLACE VIOLENCE

Star HR is committed to zero tolerance towards work place violence. Work place violence is any threat or violent act to include verbal abuse, physical assaults, and homicides that occur at or outside the work environment.

- If you notice or hear any coworkers or supervisors displaying any potential violent risk to others, or feel unsafe for ANY reason, please notify a member of the Star HR management team immediately for further investigation.
- Report ANY incidents or violent incidents to an Star HR supervisor or management team member.

# Heat Illness Prevention

Exposure to high temperatures can be dangerous and can cause illness and even death. When working in temperatures 80 degrees or higher, employees need to take extra precautions.

- Employees must maintain themselves hydrated at all times when working in high temperatures or direct sunlight.
- The employer shall provide shade for the employees, drinking water, and rest periods as needed during high heat.
- It is important for employees to recognize symptoms of heat stress.
- They must familiarize themselves with the symptoms and signs of heat related illness as well as treatments for heat stress/strokes and heat exhaustion.

Below are some examples of heat exhaustion and the more serious heat stroke. Read the symptoms and learn to recognize these symptoms if they occur to you or a coworker.



## SYMPTOMS OF HEAT EXHAUSTION

Heat exhaustion tends to be less serious than heat stroke, however heat exhaustion can lead to heat stroke if the signs are not recognized and treated immediately.

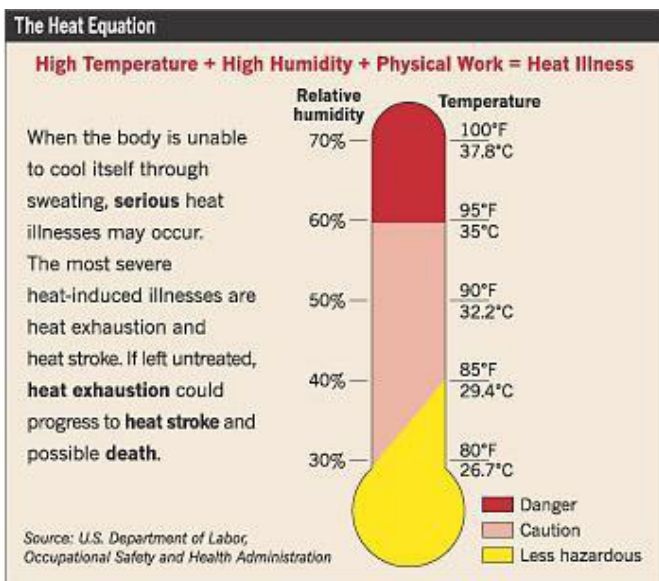
- A person suffering from heat exhaustion may have cold clammy skin, may be sweating profusely, and may be irritable, pale, have a headache or dizziness and have abdominal/limb cramps.



- If you notice these symptoms occurring in yourself/coworker proceed to move the person affected to a cool place where there is shade, give him or her water, apply wet towel to back of neck and have him/her lay down with head level until they cool down. It is a good idea to send them to the doctor for a check up after experiencing a heat related illness.

## SYMPTOMS OF HEAT STROKE

Heat stroke is a serious medical emergency and can occur rapidly.



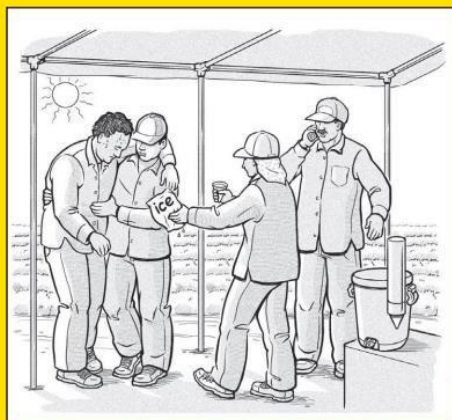
- The person affected may be confused, unable to speak or think clearly, may faint, collapse, or have seizures.
  - One way to tell if a person is suffering from heat stroke is if they stop sweating. Sweating is a cooling mechanism that allows the body to cool down. If a person stops sweating their body loses the ability to cool down resulting in high body temperatures.
  - People suffering from heat stroke may also have a very strong/weak rapid pulse.
  - Heat stroke is a serious heat illness that can be life threatening if the person is not treated immediately.
- If you feel that a person may be suffering from a heat stroke call 911 or emergency medical services and/or take them to hospital.

- Get them out of the direct sun, remove unnecessary clothing items, fan air over them, place a damp towel or ice packs on the back of their necks, armpits, or back, give small amounts of water and keep them cool until emergency services arrive or you get them to an emergency room.



## Be prepared for an emergency

Heat kills -- get help right away!



### **If someone in your crew has symptoms:**

- 1) Tell the person who has a radio/phone and can call the supervisor – you need medical help.
- 2) Start providing first aid while you wait for the ambulance to arrive.
- 3) Move the person to cool off in the shade.
- 4) Little by little, give him water (as long as he is not vomiting).
- 5) Loosen his clothing.
- 6) Help cool him: fan him, put ice packs in groin and underarms, or soak his clothing with cool water.

# Safety Training & Verification

## SAFETY TRAINING VERIFICATION

Read each statement below and indicate whether the statement is True or False by circling T for True and F for False.

- |   |   |  |
|---|---|--|
| T | F | If you have an accident on the job that is not severe you do not need to report it.  |
| T | F | In the event of a hazardous material spill you should notify your supervisor immediately.  |
| T | F | It is not necessary to wear safety glasses when working with basic hand tools that aren't powered.   |
| T | F | You should not wear loose clothing or jewelry while working with automated machinery.  |
| T | F | The best way to lift a heavy load is to stand close to it, with both feet planted firmly, then bend at the knees and lift up with your legs. |
| T | F | If you see other employees violating safety rules, it is your responsibility to correct them immediately.                                    |

## SAFETY TRAINING AND VERIFICATION

I \_\_\_\_\_ hereby certify that I have reviewed Star HR's Safety Training Manual which covers: Incident steps, General Emergency Guidelines, Hand Tool Safety, Hearing Conservation, General Housekeeping, Industrial Truck (forklift) Safety, Ladder Safety, Proper Lifting Techniques, Personal Protective Equipment, Safety Guards, Star HR's General Safety Policy, Hazardous Communication, Machine Safety, Electrical General Safety, Blood borne pathogens, Lockout/Tagout, Substance Abuse Policy, Drug Testing and Workplace Violence, Heat Illness Prevention and that I have been given an opportunity to ask for clarification on any portion thereof. I further certify that I have been instructed on the proper steps for reporting an Incident and returning to work after an incident and that I have no questions about those instructions. I understand that I may be drug tested after any on-the-job accident, injury or altercation no matter how minor and do hereby consent to such drug testing.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Star HR's Client Representative Signature: \_\_\_\_\_

