

SAFETY AND HEALTH ISSUES

All Employees

◆POLICY 5.04◆

- A. Employee work safety and health is a primary concern, therefore, NOCAC strives to provide safe and healthy working conditions for every employee. However, it is each employee's ultimate responsibility to follow all safety and health practices, and to assist NOCAC in identifying and correcting any existing or potential health or safety hazards. The Housing & Energy Services Director serves as the "Safety Coordinator" for NOCAC. NOCAC assumes no obligation to provide a safe workplace for an employee's personal property, on or off our premises.
- B. New employees will receive training regarding NOCAC's general safety policy during their orientation program. Supervisors and Directors will, during the employee's introductory period, provide on-the-job training regarding expected safety practices and rules. After that, each employee will receive additional training, as needed, to keep current. Employees are encouraged to recommend to their supervisor and Director specific training topics, which they feel, may be needed. The Executive Director, however, has sole authority to approve all safety and health training programs.
- C. Employees who are exposed to toxic substances and harmful physical agents shall be given the following information at the time they are first hired, and at least annually thereafter.
- a> The existence, location and availability of any employee exposure or medical records pertaining to employee's exposed to toxic substances or harmful physical agents which are maintained or caused to be maintained by NOCAC;
 - b> The identity of the person responsible for maintaining and providing access to such records; and
 - c> The right of each employee or the employee's designated representative to examine and copy such records. These employees shall be required to submit to medical examinations and tests at intervals

determined by their time on the job, and whenever there is reason to believe that they were unduly exposed to toxic substances or harmful physical agents.

D. General safety and health rules established by NOCAC include, but are not limited to the following.

- All applicable OSHA rules and regulations shall be followed.
- All aisles, stairways, fire doors, fire equipment and exits must remain clear of obstructions.
- Supplies and materials must be stacked neatly, with all piles stable and built to safe heights.
- Drinking fountains, washbasins and toilets must be kept free of litter.
- Work areas must remain clean, neat and orderly.
- Employees shall follow safe lifting practices.
- All employees who drive vehicles on NOCAC business must adhere to posted speed limits, and follow all traffic rules and regulations. Employees shall operate vehicles in a safe and controlled manner, with driver, passenger and public safety and courtesy first and foremost in mind.
- Equipment must be used as intended and required.
- Safety equipment must be used as required.
- Defective or unsafe equipment must not to be used.
- Employees are not allowed to operate any equipment with which they are not familiar, or authorized to use.
- Employees shall follow NOCAC dress code requirements as specified in this manual, as they pertain to work safety.
- Employees must report to their supervisor any equipment that is not working properly and any unsafe conditions.
- "Horseplay" is prohibited.
- Additional safety rules may be posted on employee bulletin boards.

E. Each employee will be evaluated, in part, on his efforts to follow safe work and health practices and policies. Questions or concerns regarding safety rules or practices should be directed to the Safety Coordinator immediately.

F. Supervisors and Directors are responsible for enforcing all safety rules and practices, and are expected to be constantly alert to protect the safety and health of all employees. Responsibilities include inspecting their assigned work area(s); being familiar with safety and health policy, practice and procedure; training

employees in safety and health policy, practice and procedure; identifying unsafe or unhealthy conditions; and reporting all accidents which occur on NOCAC premises.

- G.** All safety and health violations shall be reported immediately, in writing, to the Director, who shall, in turn, submit the written report, detailing the specifics of the violation to the Safety Coordinator and Executive Director.
- H.** All work accidents resulting in injuries shall be reported immediately to the employee's Director. The employee shall then prepare a written report, detailing specific information regarding the accident, injury and all other pertinent information, and shall submit it to the Safety Coordinator who will route it to the Executive Director and it will be recorded on the OSHA 300 Log..

Amended 4/14/05, 1/10/13