



HUMAN ACTIVE TECHNOLOGY™

EMPLOYEE SAFETY HANDBOOK

**100 Kuebler Road
Easton, PA 18040**

and

**4779 Hanoverville Road
Bethlehem, PA 18020**

Company Safety Policy

The safety and health of all employees is the highest priority for Human Active Technology LLC (HAT). We are dedicated to protecting the safety and well-being of our employees and the public by conducting all aspects of our business in a safe manner. This is a fundamental part of our business and the responsibility of each employee.

We will conduct business based on the principle that, "What we do is never so urgent or important that we cannot take the time to do it safely."

Safety...Everyone's Responsibility!

More than 85 percent of all accidents occur due to unsafe acts in violation of known safety rules and procedures. Each employee must recognize his or her individual responsibility for safety and act accordingly. All employees are expected to perform their work in the safest possible manner, with regard for the safety of themselves, their co-workers, outside vendors, visitors, customers and HAT equipment and property.

Safety shall be an integral and inseparable part of everyday operations and this attitude must be a part of everyone's thinking, both on *and* off the job.

You are expected to be committed to:

- Complying with safety rules and regulations.
- Reporting any unsafe acts and conditions to your supervisor.
- Reporting ***all*** accidents, regardless of severity, to your supervisor, with detailed information regarding the accident.
- Using all personal protective equipment as required for specific work assignments.

Attending and participating in safety training programs.

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Emergency Contact Information

Incoming Telephone Number

Human Active Technology LLC 610-253-9554

Outside Telephone Numbers

Fire, Police, Ambulance – Emergency 911

Police, Non-Emergency 610-252-0785

Not every subject in this booklet will apply to your job or responsibilities. However, you should carefully read and understand all that do.

Abide by the safety rules and practices in this booklet, in the company ***Safety Policies and Procedures Manual*** and all supplemental safety and health rules and safe practices that may be distributed.

Failure to comply with all safety rules and practices of Innovative Office Products may result in disciplinary action, up to and including termination.

General Safety Guidelines

- Report any unsafe condition to your supervisor immediately.
- It is your responsibility to correct or repair unsafe conditions in your work area, up to your capabilities - either by yourself or with the assistance of coworkers - regardless of your job.
- Never work while under the influence of alcohol or drugs.
- If you have not been trained in how to operate a specific piece of equipment - or don't fully understand how to operate it - do not use it!
- Do not try to repair electrical equipment, machinery, etc. unless you are trained and authorized to do so.
- Maintain a clean work area.
- Never wear loose fitting clothing, ties or scarves, rings or loose jewelry around any machinery or equipment in which these items could become tangled.
- Open toed shoes, backless shoes, shoes with heels or soles over 2" in height, or sandals are not permitted in production areas.
- Hair beyond the shoulder must be tied back and tucked in your shirt or secured to prevent entanglement in machinery.
- Beards must be neatly trimmed and secured to prevent entanglement in machinery.
- Wearing earphones is prohibited while in the production, shipping, or warehouse departments.
- Removal of danger tags, machine guards or other protective devices from machinery is prohibited.
- Speed limit on company property shall not exceed 15 MPH.
- Operating a forklift without being trained is prohibited.

If OSHA Should Show Up...

- The Occupational Safety and Health Administration (OSHA) is a governmental agency responsible for ensuring worker and worksite safety. They may arrive at any time to inspect our facility. Their arrival is to be unannounced.
- Should OSHA show up:
 - If you are the first to encounter an inspector, simply direct them to the front office receptionist.
 - If you are the receptionist:
 - Be courteous and professional.
 - Request and verify the identity of the person.
 - Have them remain in the reception area.
 - Notify HAT's designated management person who will assist in the inspection process.
- A facility "walkthrough" during the inspection will most likely take place.
- You may be interviewed.
- You have the right not to be interviewed; the interview may be private.
- Be honest, forthright, and cooperative in your conversations with OSHA.
- HAT management personnel may debrief you following the inspection.

Drug and Alcohol Policy

- With the exception of the moderate use during company sponsored social events, consumption of alcohol beverages during your work shift (including break periods and lunch) or while you are on HAT property is prohibited.
- The use or possession of a controlled drug at any time or any place on HAT property, except upon a licensed doctor's prescription, is prohibited.

- The illegal use of any prescription, uncontrolled (e.g., over-the-counter) drugs or inhalants in the workplace is prohibited.
- Reporting for work, being on duty or entering HAT property while under the influence of alcohol, illegal drugs (whether controlled or uncontrolled) or inhalants is prohibited.
- Before beginning work, you must report to your supervisor any prescriptions issued to you that might cause impairment or impede the performance of your job duties.
- Bringing or distributing any controlled drug on HAT property is prohibited.

Anti-Violence

- The following steps should be taken to help achieve a violence free workplace:
- Report any unrecognized visitors to your supervisor.
- When entering and leaving the facility, be aware of activities around you.
- If you are leaving the facility after dark, try to leave with others, rather than alone.
- Acts of aggression, such as shouting, pushing, slamming doors, etc., will not be tolerated from anyone.
- Never bring any type of weapon to work.
- Report any acts of intimidation or harassment to your supervisor.
 - *If a supervisor should be the aggressor, inform his/her Supervisor.*

Bloodborne Pathogens

- If your job or responsibilities include exposure to blood or other potential infectious materials, you have a right to be vaccinated, at HAT's expense, against Hepatitis B Virus (HBV). See **Human Resources** for details.

- In addition:
 - You shall be trained to protect yourself prior to initial assignment to tasks where exposure to biohazards may occur, and then retrained annually thereafter.
 - Assume all blood and body fluids are infectious and use universal precautions to prevent contact with them.
 - Do not eat, drink, apply cosmetics, lip balm, smoke, or handle contacts in work areas where there is a reasonable likelihood of exposure to blood or body fluids.
- All sharps and regulated waste containers are red in color, labeled with the “BIOHAZARD” symbol, and with the words “BIOHAZARDOUS WASTE” or “SHARPS WASTE”.
- Handle all biohazard waste in a safe manner.

Control of Hazardous Energy (Lockout/Tagout)

All equipment with a potential for unexpected startup during routine adjustment or maintenance is subject to the requirements of the Lockout/Tagout Program (referred to as LOTO).

- Notify your supervisor when a piece of equipment needs repair or adjustment.
- Leave all lockout or tagout devices in place as long as the equipment is being repaired or adjusted.
- Do not perform adjustments or maintenance on equipment unless you have been properly trained to do so.
- Follow procedures in the ***Safety Policies and Procedures Manual*** when you perform adjustments or maintenance.

Dock Safety

Loading docks are a critical component of our business...and busy places.

- Only go to the loading dock on official business and then be there only as long as necessary.
- Do not use the area as a shortcut path.
- Be aware of vehicle traffic.
- Always walk in designated pedestrian aisles.
- Be aware of the open edge of the dock and the potential for falling to a lower level.
- Do not jump onto or off the dock. Always use the stairs.

Electricity

- All electrical work is to be conducted in a safe manner.
- Follow all company lockout/tagout procedures.
 - Lockout or tagout and de-energize all electrically powered equipment before work is done on it.
 - Do not perform work on energized equipment unless you have been trained to do so
- Stay out of areas containing major electrical installations unless authorized.
- Only remove or replace fuses in energized circuits using with proper equipment.
- If an extension cord **must** be used:
 - Examine cords often to check their condition. Replace broken or frayed cords.
 - Be sure the extension cord is the same size and type as the cord to be connected on the electrical equipment.
 - Lay out extension cords in a way that trip hazards are not created.
 - Do not use extension cords near oil or moisture unless the cord is oil-proof and moisture-proof.
 - Never run mobile equipment or drag loads over power cords unless they are properly protected.

- Do not suspend cords by nails, staples or wire.
- Never use grounding-type devices on a receptacle for any purpose other than grounding.
- Do not reverse the polarity on any grounded conductor.
- Always use a three-pronged plug in a three-pronged outlet. Never break off or bend the third prong on a plug to use it in a two-pronged outlet.
- Always insert and remove a plug from a receptacle straight on, holding the plug firmly.
- Never disconnect an electrical line by pulling on the cord.

Emergency Action Plan

A formal **Emergency Action Plan** has been written and is available for review. See your **Supervisor** for its location and/or additional information you might need.

- A variety of emergencies could occur at this location. Be familiar with all types listed below, even though the chance of some of them occurring may be small.
- Follow instructions given to you during formal training sessions.
- If you have special duties to be performed during an emergency, you will be so instructed by your **Supervisor**.

Evacuation

- Emergencies requiring evacuations may be announced by sounding an alarm, over the public address systems, or with verbal instructions
- Be familiar with the route(s) that provides the quickest exit from the facility.
- Following evacuation, congregate at the designated area (see your **Supervisor** for that location).
- Do not return to the facility until the all clear has been given by local emergency authorities or HAT officials.

Fire Emergencies

- You are not trained to use a fire extinguisher and you are not expected to use one.
- If you should discover a fire:
 - Notify co-workers and supervisors immediately.
 - Sound the fire alarm and proceed to evacuate the building.

Tornados

Emergency radio/TV channels will be monitored during tornado like weather.

- If the National Weather Service issues a tornado warning and there is an imminent threat, instructions for emergency actions will be given via the public address system.
- You should proceed as quickly as possible to assigned safe zones. See your **Supervisor** for the nearest to your work area.

Bomb Threat

- Report all bomb threats to the **Safety Coordinator**, who will notify local 911 services.
- Evacuate the buildings in an orderly manner, along the routes described above and congregate at the designated location.

Earthquake

- If you are inside:
 - Stand in a doorway or crouch under a desk or table, being careful to stay away from windows or glass doors or dividers.
 - Stay away from tall objects that could topple.
- If you are outside:
 - Seek as much open space as possible.
 - Stay clear of buildings, trees, telephone and electric lines.

Ergonomics

Many tasks you perform each day are repetitive - the same motion is used over and over. If these tasks are not performed properly, repetitive motion injuries (RMI) can result. To minimize the potential for these types of injuries, the following guidelines should be observed:

- Always use proper work/lifting techniques.
- Organize work areas so duties can be performed efficiently and with the least amount of strain from repetitive motion.
- Use workstations with proper lighting, correctly arranged equipment and comfortable desks and chairs.
- Minimize repetitive stretching, bending or sitting in the same position for long periods.
- Take periodic breaks to relieve any stress due to the repetitive motion.
- Report all injuries, symptoms and illnesses that may be related to ergonomics to your supervisor.

Fire Prevention and Protection

- Do not smoke near flammable or combustible materials.
- Store flammable and combustible liquids in approved safety cans and away from any ignition source.
- Never fuel a gasoline-powered piece of equipment when the engine is running.
- Place oily rags in an approved metal container with a lid.
- Place all trash in proper receptacles.
- Keep all work areas clean and clear of flammable or combustible materials unless they are properly store

First Aid

- Report all injuries to your supervisor **at the time** of the injury.
- Obtain first aid for each and every injury; even minor ones. If left untreated, infection and/or serious complications can result.
- First Aid supplies are located throughout the facility. Ask your supervisor for locations.
- In an emergency situation, follow instructions for whom to call or call 911 for assistance. However, a victim may need attention before medical help arrives or until the victim is taken to a hospital.
- In the event of a serious injury, do not move the victim unless the victim would receive further injury, if left unmoved:
 - Keep the victim calm and immobile
 - **Notify the First Response Team.**

Hand and Portable Power Tools

HAT is responsible for the safe condition of all tools and equipment used. You are responsible for their proper use and maintenance.

Hand Tools

- Use spark-resistant hand tools made of brass, plastic, aluminum or wood whenever you work around flammable substances.
- Never use a wrench if its jaws have been mis-shaped from previous use.
- Never use an impact tool, such as a chisel, wedge, etc., if it has a mushroomed head.
- Always keep knives and scissors sharp.

Power Tools

- Always disconnect power tools when they are not being used and when changing accessories, such as blades, on the tools.

- Never wear loose clothing or jewelry around power tools.
- Secure your work with clamps or a vise so both hands are free.
- Keep power tools sharp and clean.
- Never carry a power tool by the cord.
- Never hold your finger on the switch button when carrying a plugged-in tool.

Powered Abrasive Wheel Tools

- Always use eye protection when working with powered abrasive wheels.
- Inspect wheels carefully before mounting to be sure they are free from cracks and other defects.
- Be sure the wheel is sitting freely on the spindle to prevent cracking.
- Never stand directly in front of a wheel while it accelerates.
- The work surface plate should be no more than 1/8th inch from the grinding wheel.

Hazard Communication

The Hazard Communication program, also called “The Right-To-Know” Program, is designed to equip you to work safely with and around hazardous chemicals.

- Do not use hazardous chemicals unless you have been properly trained to do so.
- Become familiar with the hazardous chemicals used and stored in your work area; know how to protect yourself from their hazards.
- Refer to the appropriate Safety Data Sheet (SDS) if you have concerns about specific chemicals.
 - Check with your **Supervisor** for the location of SDSs in your work area.

- Follow all safety instructions listed both in the SDS and on container labels.
- Be sure all hazardous chemical containers are labeled at all times. If you find an unlabeled container, do not use it and notify your supervisor.
- Report all spills to your **Supervisor**.

Material Handling and Lifting Techniques

- Do not stack supplies, repair parts, materials, lumber, etc., in a way that could create a tripping hazard.
- Keep all aisles free of materials.
- Store hazardous materials only in containers approved for that use. Label each container to indicate its contents.
- Do not overload carts or stands.
- Practice good housekeeping at all times.
- If you see something potentially hazardous, remove it or fix it if possible; otherwise alert your supervisor to fix the problem.
- Keep the following techniques in mind whenever you are lifting:
 - Bend your legs and keep your back straight.
 - Hold the object close to your body and lift, being careful to use your leg muscles and not your back muscles.
 - Lift the weight slowly and do not jerk or twist while lifting; never lift something if you're in an awkward position.
 - Set the object down the same way you lifted it, using your leg muscles and not putting strain on your back.
 - If the load is too heavy to lift safely or too bulky to carry and be able to see where you're going, get help from other employees; *do not* try to do it alone.

- Before you lift the material, take time to evaluate the lifting operation to find the safest, most effective way to handle the material.

Noise Control and Hearing Conservation

- Currently, hearing protection is not required in this facility but may be worn on a voluntary basis.
- If you wish to wear hearing protection, see the **Safety Coordinator** to obtain hearing protection.
- Follow all instructions and training regarding noise control and hearing conservation.
- Never share hearing protection devices with another employee.
- Do not expose yourself to ambient noise in excess of 90 dBA without appropriate hearing protection.

Personal Protective Equipment (PPE)

HAT will provide all required PPE and only PPE purchased and authorized by the **Safety Coordinator** is acceptable.

PPE is available from your **Supervisor**, who will provide instruction on how PPE is to be worn, maintained, and disposed.

Eye/Face Protection

Eye and/or face protection is required if there's a potential for exposure to flying particles, molten metal, biologic hazards, liquid chemicals, acids, etc.

Fall Protection

Working at heights may require the use of a personal fall arrest system. Your **Supervisor** will instruct, train and provide the appropriate equipment.

Foot Protection

- Foot protection is required if you work in areas where foot injuries could occur (such as items rolling over them or falling on them).

Head Protection

- Head protection is required if you are exposed to a potential of falling objects or electrical conductors that could come in contact with your head or if you could bump your head against objects

Hearing Protection

- See the section on Noise Control in this booklet.

Hand Protection

- Gloves may be needed if your hands are exposed to a variety of hazards. Gloves should be chosen depending on the potential hazard. See your **Supervisor** if you need gloves.

Powered Industrial Trucks

- Always be aware that there are motorized vehicles operating throughout the facility and that you may be sharing an aisle or walkway with one of them.
- Large dock doors are for vehicle transit; when on foot, always use designated pedestrian doors.
- You are prohibited from driving an HAT forklift unless you are formally trained and designated an operator.
- Never ride on a forklift as a passenger.
- If you are a forklift operator:
 - You should be formally trained before driving any motorized vehicle.
 - Always drive with caution. Drive only in designated areas.
 - Obey posted speed limits and other driving regulations.
 - Passengers are prohibited.
 - Do not elevate a worker unless a manufacturer's cage and fall protection equipment are used.

- Always lift within the truck's capacity; don't over lift.
- When turning, do so in a slow even manner, being aware of the swing of the vehicle's rear end.
- Be aware of the leading edge drop off when on the dock and plan your trip accordingly.
- Never turn on a dock ramp.
- Shut off your lift if it will be out of your view or you will be more than 25 feet from it.
- Lower the forks completely, place in neutral and set the emergency break before dismounting.

Respiratory Protection

Respiratory protection is not required at this facility. If you choose to wear respiratory protection voluntarily, follow these guidelines:

A filtering face piece (dust mask) respirator is the only respirator allowed. **No other respirators shall be worn.**

- Request a copy of 29 CFR, 1910.134. Appendix D, "Information for Employees Using Respirators When Not Required Under the Standard" from your **Supervisor**.
- Read and understand **Appendix D** as you will be required to attest to your having read it and understand it.

Slips, Trips and Falls

- If you must walk through slippery areas or over ice, walk slowly with short, sliding steps, barely lifting your feet from the surface to keep your center of gravity under your body.
- Point your feet outward slightly to give yourself a stable "base."
- Avoid sudden turns; take wide turns at corners.
- Keep your hands at your sides, ready to balance yourself should you slip.
- Wear shoes that have good traction.

- When using railings, be sure they are sturdy, secure and able to withstand your weight if you must lean against them.
- Always use a handrail when going up or down stairs.
- If, despite all your efforts, you should fall, remember the following:
 - Relax; don't stiffen or tense your muscles.
 - Let your arms and legs "give" like a spring to absorb the impact.
 - Roll with the direction of the fall.
 - Exhale to reduce internal compression.

Use of Company Owned Vehicles

Under a variety of circumstances, employees may be required to drive HAT owned vehicles.

- An HAT owned vehicle is not to be driven unless you are authorized to do so.
- HAT owned vehicles are to be operated in a safe manner and all traffic laws obeyed.
- Your driving record for the last five years ***may*** be requested from legal authorities.
- You should read and understand **Use of Company Owned Vehicles** in HAT's **Safety Policies and Procedures Manual** if your job requires you to operate a company owned vehicle.

Welding Guidelines

Welding can be a hazardous activity and should be conducted as safely as possible.

- Do not perform welding activities unless you have been trained and have the proper equipment.
- Do not use a cutting torch or welder unless you are authorized to do so.

- Inspect all welding or cutting equipment before use to ensure that it is safe for use.
- Be sure a fire extinguisher is always within reach when using a cutting torch or welder.
- Always wear proper personal protective equipment.
- When arc-welding around other workers, protect everyone from welder's flash.
- Do not cut or weld when there is oil, grease or flammable/combustible materials in the area.
- Do not cut, weld or burn on empty drums until the drums have been thoroughly cleaned and/or inerted (non-flammable atmosphere).
- Use strikers, not matches, to light torches.
- Never use a torch to light smoking materials.



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