



SAFETY POLICY STATEMENT

It is Southam/Ram/Uneeke's belief that our people are our most important asset, and the preservation of the employee's safety and health must remain a constant consideration in every phase of our business. We will provide the resources necessary to manage, control, or eliminate all safety and health hazards.

All employees are responsible for working safely and productively, as well as recognition and awareness of hazards in their work areas. Employees are also responsible for following safe work practices, including the use of Personal Protective Equipment (PPE) where necessary.

It is our belief that any safety and health program must have total employee involvement. Therefore, this program has management's highest priority, support, and participation. Additionally, all managers, supervisors and employees are responsible for carrying out this safety program.

All workers will receive appropriate safety and health training prior to performing their work duties. This will be done by their immediate supervisor or another designated company representative.

PRODUCTION IS NOT SO URGENT THAT WE CANNOT TAKE TIME TO DO OUR WORK SAFELY.

WORKPLACE ANALYSIS

Southam/Ram/Uneeke will analyze, on a regular basis, the worksite to identify and eliminate potential hazards. This is done to ensure safe work practices as well as safe and healthy conditions.

INCIDENT INVESTIGATION

Regardless of whether there was any damage or injury, the safety manager; with the assistance of the supervisor at the location where the incident occurred, will perform an incident investigation. Incidents can include property damage, near-misses or workplace injuries and illnesses. Incident investigation reports must be submitted as soon as possible after the incident.

FIRST REPORT OF INJURY & EMERGENCY

Our worker's compensation insurance carrier must be notified as soon as possible of any on-the-job injury that requires medical treatment beyond first aid. In the event of a medical emergency, the injured worker

should be transported to the nearest medical treatment facility and be accompanied by a superintendent or safety coordinator. They should not drive themselves. Three injuries occurring from willful negligence on the part of an employee may be grounds for termination.

SAFETY AND HEALTH TRAINING

Southam/Ram/Uneeke has established this training program to assist its employees in working safely to minimize the risk of injury. Supervisors are responsible for regularly training their employees and observing the implementation of the safe operating practices and policies in the workplace. Workplace safety and health orientation begins on the first day of initial employment or before beginning a new task or job.

MEDICAL MANAGEMENT

When a work-related injury occurs, our goal is to return that injured employee to work in a productive and essential capacity as soon as possible. If an employee is injured on the job and needs medical attention, immediately report the injury to their supervisor so that applicable first aid or medical treatment is sought. It is the company's policy to identify return to work duties in the form of either changed duties within the scope of their current position, or other available duties. It is the responsibility of the injured workers supervisor and the safety coordinator to know and understand our company's policy.

All equipment is to be inspected daily and made available upon request. Any questionable equipment will be removed from use until inspected by a qualified supervisor/manager. No employee is ever required to perform work that they believe is unsafe or to perform work that they think is likely to cause injury or a health risk to themselves or others.

EYE AND FACE PROTECTION

Eye protection is always required while on any jobsite. Eye injuries are one of the most frequent causes of injury in the construction industry. The following are the requirements for wearing eye protection.

- Safety glasses with side shield which are approved by American National Standards Institute (ANSI) Z87 will be always required in the construction area except for vehicles.
- Employees, visitors, and vendors are required to wear eye protection while in the construction area.
- Employees, visitors, and vendors are required to wear safety glasses anytime while in Southam/Ram/Uneeke's shop area.
- Safety glasses are to be worn when the employee is using power or hand tools or heavy machinery.
- Face shields, burning goggles, welding helmets and chemical goggles will be provided and required on all activities presenting additional injuries.

HEAD PROTECTION

General Requirements

- Each employee is required to ensure that a protective helmet is worn when working in areas where there is a potential for injury to the head from falling objects, bump their heads against fixed objects, or if there is a possibility of accidental head contact with electrical hazards.
- Each Employee is required to ensure that a protective helmet designed to reduce electrical shock hazard is worn by each employee when near exposed electrical conductors which could contact the head.

- Protective helmets or hard hats should do the following: resist penetration by objects, absorb the shock of a blow, be water-resistant and slow burning, and have clear instructions explaining proper adjustment and replacement of the suspension and headband.
- Hard-hats must have a hard outer shell and a shock-absorbing lining that incorporates a headband and straps that suspend the shell for 1 to 1 ¼ inches away from the head.
- Protective head gear accessories (earmuffs, safety glasses, face shields, mounted lights, etc.) must not compromise the safety elements of the equipment.
- A daily inspection of the hard hat shell, suspension system and other accessories for holes, cracks, tears, or other damage that may compromise the protective value of the hat is essential.
- Paint, paint thinners and some cleaning agents can weaken the shell of hard hats and may eliminate electrical resistance.
- Never drill holes, paint, or apply labels to protective headgear as this may reduce the integrity of the protection.
- Do not store protective headgear in direct sunlight.
- Always replace a hard hat if it sustains an impact, even if damage is not noticeable.
- Suspension systems are offered as replacement parts and should be replaced when damaged or when excessive wear is noticed. It is not necessary to replace the entire hardhat when deterioration or tears of the suspension system are noticed.

EAR PROTECTION

Ear protection devices shall be provided and worn whenever it is not feasible to reduce noise levels or duration of exposure.

FOOT PROTECTION

General Requirements

- Each employee is required to use protective footwear when working on the jobsite.
- Safety footwear should be free from cracks or holes, separation of materials, broken buckles, or laces, and ensure sole is in good shape and does not contain pieces of metal or other items that could present electrical or trip hazards.

HAND PROTECTION

General Requirements

- Employees are required to use appropriate hand protection when hands are exposed to hazards such as those from skin absorption of harmful substances, cuts or lacerations, abrasions, punctures, chemical burns, thermal burns, and temperature extremes.
- Employees are required to inspect gloves prior to each use to ensure that they are not torn, punctured, or made ineffective in any way. Gloves that are discolored or stiff may also indicate deficiencies caused by excessive use or degradation from chemical exposure.

CLOTHING

- Full-length trousers shall be worn on all jobsites and while working in Southam/Ram/Uneeke's shop area.
- Shirts with a minimum of t-shirt length sleeve.

- Tank tops, shirts cut off at the midriff, cutoffs, sweatpants, moon boots, sandals, jogging shoes, etc. are prohibited.
- Loose and frayed clothing, loose long hair, dangling jewelry shall not be worn while working on any jobsite.

PERSONAL FALL PROTECTION SYSTEMS (PFPS)

PFPS are to be inspected daily before each use. Defective equipment shall be replaced immediately. A full-body harness will be worn when working on an elevated platform that is six (6) feet above the ground where guardrails are not provided.

100% tie-off is required when working six (6) feet or more above solid ground or above a temporary or permanent floor or platform when adequate fall protection is not provided. (Except during steel erection; then it is 100% tie-off at 25 feet and above, 30 feet to the inside of a multi-story building. This will require the employee to use: Two lanyards, static-line, or lifeline.)

Each employee shall be attached to a separate lifeline. PFPS shall not be attached to guardrail systems or hoists. Connectors shall be drop forged, pressed, or formed steel or equivalent. D-rings, snaphooks and other connectors shall have a minimum tensile strength of 5,000 pounds without cracking, breaking, or taking permanent deformation. Body belts shall be at least 1 5/8" wide.

FALL PROTECTION

When working on or around all unprotected openings such as openings on walls and floors that are 12 or more inches in their least dimension and are six feet or more of fall to include ramps, runways, steep and low-pitched roofs, and other walkways that may apply, employees must be protected using a guardrail system, safety nets or personal fall-arrest system. All fall-arrest systems need to be inspected daily. Including lanyards and beam wraps, yo yo's, etc.

100% tie-off or the use of safety nets or guardrail systems must be used when working six feet or more above solid ground.

LEADING EDGE - Edge of a floor, roof, framework, floors, or other working surfaces such as a desk that is unprotected on the sides and edge when it is not actively under construction. When an individual is constructing a leading edge, they must be protected from falling using a guardrail system, safety net or a personal fall arrest system unless it can be demonstrated by other means that can be used safely. If other means are used, the project must have a site-specific written training program.

WALL OPENINGS - Each employee working on, at, above or near wall openings (including those with chutes attached) where the outside bottom edge of the wall opening is six feet or more above lower levels, and the inside bottom edge of the wall opening is less than 39 inches above the walking working surface shall be protected from falling using a guardrail system, a safety net system, or a personal fall arrest system.

WARNING LINES - When a warning line is used on a roof it must be erected around all sides of the roof area not less than six feet back from the edge. The lines may consist of ropes, wires, or chains with tensile strength of 500 pounds after being attached to a stanchion. It must be supported so that the sag or lowest point is not less than 34 inches. If the highest is 39 inches, it must be flagged at six-foot intervals with high visibility. The stanchion must be able to resist tipping over when a force of 16 pounds is applied to it. No

employee will be allowed beyond the warning lines unless he/she has work to do in that area. If he/she does have work in that area, the employee must use a personal fall-arrest system, safety monitor or both.

SAFETY MONITOR - In the event a guardrail system cannot be used when working on the leading edge of the roof, a safety monitor may be used. If a safety monitor is used the roof must be less than 50 feet wide. If the roof is more than 50 feet wide a safety monitor/warning line system must be used. The safety monitor must be easily identified.

CONTROLLED ACCESS ZONES - A controlled access zone is an area clearly marked where leading-edge work will take place without the use of a guardrail, safety net or personal fall-arrest system such as overhand brick layering or related work.

- When used to control access to areas where a leading edge exists and/or other operations are taking place the controlled access zone shall be defined by a control line or by any other means that restricts access.
- When control lines are used, they shall be erected not less than six feet or more than 60 feet or half the length of the member being erected, whichever is less, from the leading edge.
- The control line shall extend along the entire length of the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge and shall be approximately parallel to the unprotected or leading edge.
- The control line shall be connected on each side to a guardrail system or wall.
- Control lines shall consist of ropes, wires, tapes, or equivalent materials and supporting stanchions.
- Each line must be visibly marked at six-foot intervals.
- Each line must have a minimum breaking strength of 200 pounds.

Runways, ramps, and other walkways shall have a standard railing on all open sides when placed six feet or more above floor or ground level.

For more information, visit OSHA's webpage developed to provide workers useful, up-to-date information on fall protection:



SCAFFOLDING SAFETY

Working with scaffolding requires employees to be attentive to their actions and the task at hand. To work safely, there are numerous safety rules and regulations employees should follow. The following rules are generally accepted practices. When reviewing with employees, add any rules specific to your operations as well as any commonsense rules learned through your experiences.

6 FEET

All scaffolds must have a 6-foot zone erected around the structure and marked off with caution tape and a "No Access" sign prohibiting others from entering the scaffold area.

FOOTING

Scaffolding footing or anchorage must be sound and capable of carrying the maximum load without settling. Do not use unstable objects like barrels, boxes, loose bricks, or concrete blocks to support scaffolds or planks. Do not erect, move, alter, or dismantle scaffolding except under the supervision of an OSHA-defined competent person.

GUARDRAILS

The top rail should be between 38 inches and 45 inches high, with a midrail between 21" and 24". A toe board of a minimum 3 1/2 inch will be used in high traffic areas. Where persons are exposed to falling objects and are required to work or pass under the scaffold, there should be a screen between the platform and the guardrail. The guardrail must extend along the entire scaffold and support a downward or horizontal force of a minimum 200 pounds. The screen's openings should be small enough to prevent passage of potential falling objects.

PLANKINGS

All planking of platforms must be overlapped (minimum of 12 inches) only over supports or be secured from movement. Scaffold planks must extend over their end supports not less than 6 inches or more than 12 inches unless secured or blocked by a guardrail. Planks must be laid with their edges close together so the platform will be tight and have no spaces greater than 1 inch. Platforms more than 14 inches from the work surface must have a guardrail system and/or employees must use personal fall arrest systems (for plastering and lathing = 18 inches). Work areas must be fully planked from the front uprights to the guardrail supports.

ACCESS

An access ladder or equivalent safe access must be provided. Portable, hook-on, and attachable ladders should have rungs with a minimum width of 11 1/2 inches and maximum spacing between rungs of 16 3/4 inches and have uniformly spaced rungs. Cross braces are not acceptable for scaffold access. Hook-on/attachable ladders shall be positioned so that its bottom rung is not more than 24 inches above the scaffold supporting level.

SUPPORT AND STABILITY

Scaffolds and their components must be capable of supporting, without failure, at least four times the maximum intended load. The poles, legs, or uprights of scaffolds must be plumb and securely braced to prevent swaying and displacement. Scaffolds must be tied back vertically at a height beginning at four times the scaffold width and then at a maximum every 26 feet (scaffolds 3 feet and wider)/ The horizontal distance of the ties is not to exceed 30 feet.

GENERAL

Each employee on a scaffold more than 10 feet above a lower level shall be protected from falling. Employees must not work on scaffolds during storms or high winds. Slippery conditions on scaffolds must be eliminated as soon as possible after they occur. Any scaffold, including accessories such as braces, brackets, trusses, screw legs, ladders, etc., damaged or weakened from any cause must be immediately repaired or replaced. Overhead protection must be provided from employees on a scaffold exposed to overhead hazards. Materials being hoisted onto a scaffold must have a tag line. Tools, materials, and debris must not be allowed to accumulate in quantities that could cause a hazard.

SPECIFIC REQUIREMENTS FOR COMMON SCAFFOLDS

TUBULAR WEDED FRAMES SCAFFOLD

Loading - Follow the manufacturer's recommendations. Proper cross bracing is required. Coupling/stacking pins are required. Vertical uplift must be prevented by suitable means (pins). Scaffold legs must be placed on adjustable bases or plain bases set on mudsills or other foundations adequate to support the maximum rated load. For scaffolding over 125 feet, design must be made by a registered professional engineer with copies of drawing and specifications available to the employer and for inspection. Daily inspections must be made of all frames and accessories, and corrections made prior to further use.

TRAINING

Training must be provided by a person qualified in the subject matter and in explaining the hazards associated with the scaffolding being used.

A. *Training must inform the employees performing the work of:*

- Electrical hazards
- Proper scaffold use
- Load capacities

B. *Training must inform the employees involved in erecting, disassembly, and inspection of:*

- Hazards
- Correct procedures
- Loading capacities

C. *You must retrain employees because of:*

- Changes in the worksite
- Changes in the equipment

For more information on scaffold safety, visit OSHA's guide to Scaffold Use in the Construction Industry:



FORKLIFT/BOOM LIFT SAFETY PROGRAM

PURPOSE

This program is to establish procedures for safe operation of power industrial forklifts/Boom lifts. It supports compliance with the Occupational Safety and Health Administration Powered. This program applies to employees, who operate material-handling equipment, including forklifts, reach trucks, and powered pallet jacks.

TRAINING

Personnel who operate forklifts, scissor lifts, boom lifts, are required to be certified. Certification shall consist of formal instruction, practical training, and evaluation of the operator's performance in the workplace. Authorized personnel shall conduct all training.

- Employees who change and service batteries and handle corrosive liquids will wear the proper Personal Protective Equipment (PPE).

SAFE WORK PRACTICES

General Safe Work Practices

- Only authorized personnel shall operate forklifts/man baskets.
- Always wear the seatbelt/harness when in the cab. If one isn't available don't operate or enter the PIT.
- Before the start of the shift, a visual inspection must be conducted to determine if safe.
- Fill fuel tanks outdoors while the engine is off
- Drive with both hands on the steering wheel. Do not drive with wet or greasy hands.
- No person shall ride as a passenger on a forklift or on the load.
- A forklift will not elevate a platform or pallet with persons on it, except work platforms designed for this purpose. Work platforms must have guardrails and must be fastened to the forks.
- No person shall stand or walk under elevated forks.
- Avoid jerky starts, quick turns, or sudden stops, do not use reverse as a brake.
- Slow down on wet and slippery surfaces, cross aisles, or locations where vision is obstructed.
- When entering a building or nearing a blind corner make the approach at reduced speed. Sound horn and proceed carefully.
- Always give pedestrians the right-of-way.
- Do not drive towards any person who is in front of a fixed object or wall
- Do not overtake and pass another forklift traveling in the same direction, at intersections, blind spots, or hazardous locations.
- Do not put body parts between the uprights of the mast, or beyond the contour of the forklift
- Forks should always be placed under the load as far as possible. Do not lift a load with one fork.
- No load should be moved unless it is safe and secure
- Use extra care when handling long materials.
- A forklift shall not be left on an incline unless it is safely parked, and the wheels blocked.
- Only loads within the rated capacity of the PIT will be handled.

For more information on forklift safety, visit [OSHA's guide to Powered Industrial Trucks - Forklifts](#):



AERIAL LIFTS

An aerial lift is any vehicle or device that has an extendable boom, aerial ladders, articulating boom platforms, vertical towers or any combination of these listed.

Before starting the lift, a daily inspection must be done.

Check all fluid levels are at proper levels and there are no leaks.

After starting the lift let it idle to give the lift time to warm up and give time for the hydraulic fluid to move throughout the lift properly.

After the warm-up cycle is complete make sure the key is switched to the basket setting.

After entering the platform basket tie-off is always required.

All of the above require employees to be tied-off while working on or inside these platforms.

For more information on aerial lift safety, visit [OSHA's Fact Sheet on Aerial Lifts](#)



OTHER

HIGH WIND CONDITIONS

When high winds and gusts are present, employees shall completely secure rooftop items. Employees are to remove themselves as well as tools and items that cannot be secured from rooftops, ladders, scaffolding, etc. Employees shall not return to these heights until the unsafe conditions have ceased.

ELECTRICAL

Extension cords are not to be used as a substitute for permanent wiring. Do not run them through doors without protection.

HOUSEKEEPING

Good housekeeping is an indication of a job that has been managed efficiently. Keep all projects clean and free of debris and rubbish. Trash piles shall be removed at regular intervals. Containers shall be provided for collection of all refuse.

LADDERS

An employee shall not use a ladder that has been broken or has loose or cracked rungs, side rails or braces. If such a condition is noted, remove from service, and notify the supervisor so it can be repaired or replaced.

Ladders shall be well secured at the top and be of sufficient length to extend not less than 36 inches above any platform or landing which they serve.

Employees shall not work on the top two steps of a step ladder or above the third rung of an extension ladder. If working on the top two steps is necessary, tie-off is required.

When ascending or descending ladders, employees shall have hands free, grip the sides or rungs with both hands and face the ladder.

Ladders used for access shall be placed at a four to one (4:1) ratio. For every four (4) feet of vertical height from the structure the ladder is to be placed one (1) foot away. Example: If the structure is 12 feet high, the ladder would be placed three (3) feet away from the base of the structure.

Job-made ladders shall be constructed so that cleats shall be inset into side rails or filler blocks used. Cleats shall be uniformly spaced, 12 inches, top to top.

MOTOR VEHICLES

Southam/Ram/Uneeke has a mandatory seat belt policy. Safety belts shall be properly fastened while driving or riding in company vehicles. In cases of repeated or flagrant violations of this policy, appropriate disciplinary action shall be necessary - including revoking or limiting the use of company vehicles.

Any employee discovered driving under the influence of alcohol or drugs will immediately be terminated.

Motor vehicle records will be checked periodically. Driving privileges will be suspended or terminated if your driving record indicates an unacceptable number of accidents or violations. Notify the safety manager immediately if your driver's license status changes. A driver's road test will also be administered. Any employee driving any vehicle on company business is to carry a valid driver's license and Medical ID card and submit to any other conditions required under the UDOT Driver Qualification Checklist. Any employee declared out-of-service by either law enforcement or medical professional shall not operate company owned equipment without being released from their out-of-service status.

Motor vehicles shall not be operated in a manner that endangers persons or property. Safe operating speeds or loads shall not be exceeded. The use of headphones for entertainment purposes while driving is prohibited.

Southam/Ram/Uneeke is not responsible for any moving traffic violations, parking tickets or other city, state or federal laws regarding your driving habits or operation/care of your vehicle or the company vehicle under your possession. Any tickets issued are the employee's responsibility even if the ticket was issued while on or conducting company business.

For employee-owned vehicles: Your personal auto liability insurance is the primary payer. You must carry a minimum of \$1 million single limit liability coverage. Southam/Ram/Uneeke is not responsible for any physical damage to your personal vehicle. You must carry your own collision and comprehensive coverage. Employees on a vehicle allowance must submit proof of current and valid insurance, naming Southam/Ram/Uneeke as additional insured.

All vehicles are to be maintained and serviced on a regular basis and in excellent working condition (tires, oil changes, etc.). Any employee who violates this policy will either have his driving privileges revoked or have his vehicle allowance suspended until the vehicle is in excellent operating condition.

Cell phones and handheld devices are a harmful distraction and many localities have prohibited cell phone/handheld device use while driving. Employees may not use handheld devices to place or receive work-related calls while operating any vehicle (including a personal vehicle) on company business. This includes cell phones, pagers, palm pilots, GPS systems or other communication devices, even those with blue tooth capability. Allow voice mail to handle your calls and return them when safe or ask a passenger to make or receive calls.

POWER OPERATED AND HAND TOOLS

No power tool shall be operated without a properly adjusted guard in place.

All tools are to be cleaned and inspected daily. Any tool found not in proper working order or that develops a defect during use, shall be removed from service until properly repaired or replaced

Hand tools shall be used only for the purpose for which they were designed and shall be kept in good repair. Tools not in use shall be secured or placed in holders. Throwing tools or materials from one location to another or from one person to another or dropping them from one person to another is prohibited. Only non-sparking tools shall be used in locations where sources of ignition may cause a fire or explosion.

Pneumatic power tools shall be secured to the hose by some positive means to prevent the tool from becoming accidentally disconnected.

Do not alter, and or otherwise introduce any abrasive materials to painted metals or product.

STORAGE

All materials shall be secured to prevent sliding, falling or collapse. Aisles, passageways and exits shall be kept clear. The supervisor will approve of areas prior to staking materials.

GUIDELINES FOR USING NAIL GUNS AND OTHER AIR TOOLS

- Always wear eye protection
- Never use bottled gasses
- Do not exceed 120 psi
- Never carry with finger on trigger
- Never point nail gun toward yourself or anyone else
- Always wear ear and head protection
- Do not throw or toss to another location or throw, toss, or drop down to another person
- Store nail gun properly
- Keep work area clean
- Never use in the presence of flammable liquids or gasses
- Only non-sparking tools shall be used in locations where sources or ignition may cause a fire or explosion
- Keep visitors away
- Dress properly
- Never use a non-relieving coupler on nail gun
- Check push-lever before use
- Keep all screws and covers tightly in place

- Do not load fasteners with trigger or push-lever depressed
- Keep hands and feet away from firing head during use
- Place nail gun properly on workplace
- Take care of double fire from recoil
- Do not drive fasteners into thin boards or near corners and edges or workplaces
- Never drive fasteners from both sides of a wall at the same time
- Check for live wires
- Never carry nail gun by the hose
- Do not overreach
- Never use nail gun which is defective or operates abnormally
- Do not disconnect air hose from nail gun with finger on trigger
- Disconnect air hose from nail gun when
 - Doing maintenance and inspection,
 - Clearing a jam,
 - It is not in use,
 - Leaving the work area for any period,
 - Moving it to another location,
 - Handing it to another person
- Stay alert
- Handle nail gun correctly
- Never use nail gun for applications other than those specified in its manufacture's manual
- Maintain nail gun with care.
- Clean and inspect daily. Replace defective tools immediately.

Never sacrifice safety for anything. Safety must be considered an integral part of quality control, cost reduction and job efficiency.

HOT WORK/WELDING SAFETY

PURPOSE

The purpose of Southam/Ram/Uneeke's hot work safety plan is to ensure safe work practices around any work that involves using fire- or spark-producing tools, or that produces a source of ignition or cutting operations. Potentially hazardous areas include, but are not limited to, fuel tanks, batteries, gas separators, or confined spaces where gases can accumulate.

Hazards may include and/or be related to the following:

- Hot Work, Fire, and Explosive Hazards
- Cylinder Storage
- Grinding

HOT WORK, FIRE AND EXPLOSIVE HAZARDS

Workers performing hot work such as cutting, and grinding are exposed to the risk of fires from ignition of flammable or combustible materials in the space, and from leaks of flammable gas into the space, from hot work equipment.

Potential Hazards

- Getting burned by fires or explosions during hot work.

Employer and Employee Responsibilities

The basic precautions for fire prevention are:

- Perform hot work in a safe location, or with fire hazards removed or covered.
- Use guards to confine the heat, sparks, and slag, and to protect the immovable fire hazards

Special Precautions

- Do not perform hot work where flammable vapors or combustible materials exist. Work and equipment should be relocated outside of the hazardous areas, when possible.
- Mat suitable fire-extinguishing equipment immediately available in a state or readiness. Such equipment may consist of pails of water, buckets of sand, hose, or portable extinguishers dependent upon the nature and quantity of the combustible material exposed.
 - Fire waters shall:
 - Have fire-extinguishing equipment readily available and be trained in its use.
- Watch for fires in all exposed areas, try to extinguish them only when obviously within the capacity of the equipment available, or otherwise sound the alarm.

I have received the Safety Manual, and I understand that it is my responsibility to read and comply with the policies contained in this manual and any revisions made to it.

Employee Name: _____

Signature: _____ Date: _____