

# DITTA ENTERPRISES, INC.

## EMPLOYEE SAFETY HANDBOOK

---

### Table of Contents

Section 1: General Safety Information for All Personnel .....	6
1.1 Company Commitment to Safety .....	6
1.2 Company Safety Incentive Program .....	6
1.2.1 Purpose .....	6
1.2.2 Policy .....	6
1.2.3 Employee Responsibilities .....	6
1.3 Supervisor Responsibilities .....	7
1.4 Employee Responsibilities .....	7
1.5 Safety Violations & Disciplinary Action .....	7
1.6 Housekeeping and Office Safety .....	8
Section 2: Personal Protective Equipment (PPE) & Clothing .....	8
2.1 PPE Issued Upon Hire .....	8
2.2 High-Visibility Apparel for Off-Premises Work .....	9
2.3 PPE Requirements by Category .....	9
Hard Hats .....	9
Hand & Arm Protection .....	9
Eye & Face Protection .....	9
Welding & Torch Cutting .....	9
Safety Footwear .....	9
Hearing Protection .....	9
Clothing Guidelines .....	10
Section 3: Injuries and First Aid .....	10
3.1 General First Aid Information .....	10
3.2 Stopping Bleeding .....	10
3.3 Treating Burns .....	11
3.4 Respiratory Emergencies (Mouth-to-Mouth Resuscitation & CPR) .....	11
3.5 Bloodborne Pathogens .....	12
Section 4: Accidents, Incident Reporting, and Workers' Compensation .....	12
4.1 Accident and Injury Reporting Procedure .....	12
4.2 Acknowledgement of Policy .....	13
Section 5: Material Handling .....	14
5.1 General Guidelines .....	14

5.2 Lifting Safety .....	14
5.3 Hoist Safety.....	14
Section 6: Glass Handling and Cutting Procedures .....	15
6.1 Unloading Stock Glass.....	15
6.2 Glass Handling.....	15
6.3 Carrying Glass .....	15
6.4 Removal and Placement on Tables: .....	16
6.5 Vacuum Cup Handling: .....	16
6.6 Cutting Laminated Glass.....	16
Section 7: Fall Protection & Open Floors .....	17
7.1 Open Floors and Platforms .....	17
7.2 Guardrails.....	17
7.3 Scaffolds .....	17
7.4 Ladder Safety .....	17
7.5 Training and Awareness.....	18
Section 8: Powered Mobile Equipment .....	18
8.1 Introduction / Overview .....	18
8.2 Owner Responsibilities .....	18
8.2.1 Basic Principles.....	18
8.2.2 Record Retention.....	18
8.2.3 Manuals.....	18
8.2.4 Maintenance.....	18
8.3 Employee Responsibilities.....	19
8.3.1 Safety Regulations & Responsibilities for Operators .....	19
8.3.2 Operational Guidelines .....	19
8.4 Forklift Operation .....	19
8.5 Aerial Lift Operation.....	20
8.6 Operator Training.....	20
8.7 Additional Safety Rules .....	20
Section 9: Hand and Portable Power Tool Safety .....	20
9.1 Introduction / Overview .....	20
9.2 Purpose & Scope.....	21
9.3 Responsibilities .....	21
9.4 Training & Recordkeeping.....	21
9.5 General Safety Requirements.....	21
9.6 Guards.....	22
9.7 Personal Protective Equipment (PPE).....	22
9.8 Hand Tools.....	22

9.9 Power Tools .....	22
9.9.1 General Precautions .....	22
9.9.2 Electric Tools .....	22
9.9.3 Pneumatic Tools.....	23
9.9.4 Liquid Fuel Powered Tools.....	23
9.9.5 Hydraulic Tools.....	23
9.10 Operating Controls and Switches.....	23
9.11 Portable Saws.....	23
9.11.1 Safety Requirements .....	23
9.11.2 Radial Arm Saws .....	23
9.11.3 Table Saws .....	24
9.12 Drill Presses .....	24
9.13 Powder-Actuated Tools.....	24
9.13.1 Safe Operation.....	24
9.13.2 Tool Care and Servicing .....	24
Section 10: Driving Safety.....	24
10.1 Use of Company Vehicles.....	24
10.1.1 Driver Requirements .....	24
10.1.2 Vehicle Operation Rules .....	25
10.1.3 Responsibility for Violations .....	25
10.2 Disciplinary Action .....	25
10.3 Accidents.....	25
10.3.1 Immediate Action.....	25
10.3.2 Reporting & Cooperation.....	25
Section 11: Welding and Cutting .....	25
11.1 Authorized Personnel.....	25
11.1.1 Operator Requirements .....	25
11.1.2 Personal Protective Equipment (PPE).....	26
11.2 Operational Rules.....	26
11.2.1 Safe Work Practices .....	26
11.2.2 Cylinder Handling.....	26
11.2.3 Fire Safety .....	26
11.3 Responsibility for Safety.....	26
Section 12: Fire Prevention & Protection .....	26
12.1 Policy Statement .....	27
12.2 Purpose.....	27
12.3 Scope.....	27
12.4 Fire Prevention.....	27

12.4.1 Causes of Industrial Fires.....	27
12.4.2 Preventive Measures .....	27
12.5 Fire Protection.....	28
12.5.1 Fire Classifications.....	28
12.5.2 Fire Extinguishers .....	28
12.6 Responsibilities .....	28
12.6.1 Supervisors.....	28
12.6.2 Employees.....	28
Section 13: Corporate Drug Policy .....	29
13.1 Substance Use Restrictions .....	29
13.2 Reporting and Assistance.....	29
13.3 Violations and Consequences .....	29
Section 14: Hazard Communication .....	29
14.1 Purpose.....	29
14.2 Scope.....	29
14.3 Identifying Hazardous Chemicals.....	29
14.4 Chemical Labeling .....	30
14.5 Safety Data Sheets (SDS) .....	30
14.6 Employee Responsibilities.....	30
14.6.1 General Responsibilities .....	30
14.6.2 Training.....	30
14.7 Special Tasks and Non-Routine Operations .....	31
14.8 Contractors and Other Employers.....	31
14.9 Emergency Procedures.....	31
14.10 Pictograms.....	32
Section 15: CNC Machine Safety .....	33
15.1 Purpose.....	33
15.2 Scope.....	33
15.3 General Safety Rules.....	33
15.4 Personal Protective Equipment (PPE).....	33
15.5 Safe Operating Procedures.....	33
15.6 Maintenance and Housekeeping .....	33
15.7 Emergency Procedures.....	34
Section 16: In-Plant Rail Safety.....	34
16.1 Purpose.....	34
16.2 Responsibility .....	34
16.3 Training.....	34
16.4 Personal Protective Equipment (PPE).....	34

16.5 Pedestrian Safety .....	34
16.6 Requirements / Permits .....	35
16.7 Best Practices, Safety Tips, and Facts.....	35
Section 17: Lockout/Tagout Safety.....	35
17.1 Purpose.....	35
17.2 Scope.....	36
17.3 Program Responsibilities .....	36
17.4 Employee Classifications .....	36
17.5 Energy Control Procedures .....	37
17.5.1 Preparing Equipment for LOTO .....	37
17.5.2 Restoring Equipment to Normal Operation .....	37
17.5.3 Group Lockout .....	37
17.5.4 Shift Changes .....	37
17.5.5 Non-Routine Removal of a Lockout/Tagout Device .....	37
17.6 Employee Training.....	38

## Section 1: General Safety Information for All Personnel

### 1.1 Company Commitment to Safety

Our company is fully committed to maintaining a safe and healthy work environment for all employees, visitors, and property. We aim to eliminate controllable hazards and ensure that every employee works under the safest conditions possible.

To support this goal, we will:

- Maintain
- in a hazard-free workplace and equipment
- Provide appropriate training, supervision, and personal protective equipment (PPE)
- Ensure employees have the knowledge and tools to perform their jobs safely

We believe most accidents can be prevented through common sense, personal responsibility, and adherence to safety protocols. No employee is expected to perform any task they believe is **unsafe**.

Supervisors are trained to guide employees in safe work practices. Accidents often occur when safety rules are ignored, or shortcuts are taken — these behaviors are strictly prohibited.

We comply with all safety regulations set by federal, state, and local agencies. While this policy outlines key **safety** rules, it cannot cover every situation. When in doubt, consult your supervisor.

### 1.2 Company Safety Incentive Program

#### 1.2.1 Purpose

Ditta Enterprises, Inc. is committed to maintaining a safe workplace where all employees take responsibility for preventing accidents and injuries. To support this commitment, we have established a Safety Incentive Program that recognizes and rewards employees for maintaining accident-free work sites.

#### 1.2.2 Policy

The Safety Incentive Program is designed to encourage safe work practices, reinforce accountability, and build a culture where safety is valued as highly as productivity and quality.

Ditta Enterprises, Inc. will:

- Track accident and injury rates across all divisions.
- Recognize teams and/or individuals who maintain accident-free records.
- Provide incentives, such as safety awards, recognition at meetings, and other Company-approved rewards.

#### 1.2.3 Employee Responsibilities

- Follow all Company safety rules and procedures at all times.
- Immediately report accidents, unsafe conditions, near-misses, and hazards to supervisors.
- Participate in required safety training and meetings.
- Take personal responsibility for accident prevention.

## Important Note:

The incentive program is **not a substitute** for reporting accidents, injuries, or hazards. All accidents and injuries must still be reported immediately, regardless of their severity. Failure to report will result in disciplinary action and may disqualify individuals or teams from participation in the Safety Incentive Program.

### 1.3 Supervisor Responsibilities

Supervisors are directly responsible for the safety of their teams and indirectly responsible for the safety of all personnel and visitors in their area. Each supervisor must:

1. Enforce safety regulations and safe work practices
2. Maintain clean, hazard-free workspaces and equipment
3. Integrate safety into all job instructions
4. Provide and enforce the use of required PPE
5. Identify and address potential hazards proactively
6. Take immediate action to correct unsafe conditions
7. Meet company standards for housekeeping and fire safety
8. Hold monthly safety meetings with all team members
9. Ensure prompt medical aid for ill or injured employees
10. Report and investigate all accidents and property damage

### 1.4 Employee Responsibilities

All employees are expected to follow safety procedures and contribute to a safe workplace. Each employee must:

1. Follow job instructions and never take safety shortcuts
2. Use required PPE (eye, head, foot protection, back belts, hearing protection as specified)
3. Maintain tools in good condition and use them properly
4. Lift and carry materials safely
5. Follow warning labels on toxic or flammable materials
6. Keep work areas clean and organized
7. WALK — never run
8. Know fire exits and respond immediately to evacuation signals
9. Report unsafe conditions to your supervisor
10. Report all accidents and injuries promptly; seek first aid if needed

### 1.5 Safety Violations & Disciplinary Action

Failure to follow safety procedures will result in disciplinary action:

Offense Level	Consequence
First Offense	Verbal Warning
Second Offense	Written Warning
Third Offense	Suspension (without pay)
Final Offense	Termination

## 1.6 Housekeeping and Office Safety

### General Housekeeping

1. Lumber must be stored in neat piles until removed or reused; all protruding nails shall be removed, bent, or hammered down.
2. Tools, materials, and equipment shall be kept out of aisles and walkways.
3. All tools and equipment must be returned to designated storage areas after use.
4. Oily rags, gloves, and other flammable materials must be properly disposed of to reduce fire hazards.
5. Floors shall be kept clean and dry. All spills, especially those from forklifts or machinery, must be cleaned up immediately.
6. Trash, scrap, and debris must be placed in designated waste containers.
7. Stairways, passages, and gangways must remain free of tools, materials, and obstructions at all times.
8. Glass materials must never be left overhanging worktable edges or projecting from storage racks.
9. Compressed air shall not be used to clean hands, hair, or clothing due to the risk of serious injury or death.
10. When working overhead, hazardous areas must be roped off or barricaded to protect others from falling objects.
11. Steel strapping, wire bindings, and other packing materials must be removed promptly once cut or broken and disposed of properly.

### Office Safety

1. Desk drawers, cabinet doors, and file drawers must be closed when not in use.
2. Aisles and walkways shall be kept clear of tripping hazards at all times.
3. Electrical and telephone cords must not be placed across aisles or walkways.
4. Damaged, frayed, or broken electrical cords must be reported to a supervisor immediately.
5. Chairs, tables, or other office furniture shall not be used as ladders or platforms.
6. Razor blades, scissors, and paper cutters must be handled with caution.
7. Employees are required to maintain a clean and organized work area at all times.

---

## Section 2: Personal Protective Equipment (PPE) & Clothing

### 2.1 PPE Issued Upon Hire

Each employee will receive the following company-issued PPE:

- Hard Hat
- Safety Glasses
- Gloves
- Hearing Protection
- Back Belt (available upon request)

Employees are responsible for providing their own work boots and must wear them at all times during work hours.



## 2.2 High-Visibility Apparel for Off-Premises Work

All employees performing construction-related activities at commercial or residential jobsites must wear one of the following:

- Safety Orange Vest (provided upon hire)
- Safety Orange/Yellow Ditta T-Shirt (ordered twice annually in April and October, provided by the company)

*Note: Until T-shirts are received, employees are required to wear the Safety Orange Vest when working off-site.*

## 2.3 PPE Requirements by Category

### Hard Hats

- Must be worn in areas with potential head injury risks (impact, falling/flying objects, electrical hazards)
- Required for all glaziers, helpers, shop employees, and anyone on job sites

### Hand & Arm Protection

- Glass-handling gloves must be worn when moving, handling, or loading glass

### Eye & Face Protection

- Provided when tasks pose risks from physical, chemical, or radiation agents
- Required for glaziers, helpers, warehouse employees, and others near operations such as:
  - Cutting
  - Drilling
  - Fabricating
  - Grinding
  - Sanding (glass, metal, or other materials)
- Goggles/glasses must have built-in or clip-on side shields and meet ANSI standards

### Welding & Torch Cutting

- Employees must wear goggles and/or face shields with proper tinted lenses
- Equipment is provided by the company

### Safety Footwear

- Sturdy leather work shoes (preferably safety-rated)
- No tennis shoes, sandals, open-toed/heeled, or canvas shoes allowed on job sites
- Footwear must be in good repair and provide adequate support

### Hearing Protection

#### *Required Use*

Hearing protection must be worn in any area marked as High Noise or where noise levels exceed safe thresholds as determined by OSHA standards.

- Common tasks requiring hearing protection include:
  - Operating loud machinery or power tools
  - Working near compressors, grinders, or cutting equipment
  - Performing demolition or construction activities with sustained noise exposure

### *Types of Hearing Protection*

- Acceptable forms include:
  - Foam earplugs
  - Earmuffs
  - Custom-molded ear protection (if approved by supervisor)

*Note: The company will provide hearing protection as needed. Employees may use personal hearing protection if it meets safety standards.*

### *Care & Maintenance*

- Hearing protection must be kept clean and in good condition
- Damaged or worn-out protection should be replaced immediately
- Reusable devices must be sanitized regularly to prevent ear infections

### **Clothing Guidelines**

- Wear sturdy, well-fitting, washable clothing suitable for physical work
  - Long hair must be secured when working near moving machinery (as directed by supervisor)
  - Machine operators must wear short-sleeve shirts or roll sleeves above the elbows
  - Jewelry (rings, medals, bracelets, leather wristbands, dangling earrings) is prohibited near machinery or electrical equipment
  - Work clothes should be washed frequently to prevent skin irritation and reduce fire hazards
- 

## **Section 3: Injuries and First Aid**

### **3.1 General First Aid Information**

All injuries, regardless of severity, must be reported immediately. Even minor cuts or scrapes can become serious if left untreated.

- Whenever possible, employees should notify their foreman before leaving the job due to injury or illness.
- Only employees who have been trained in first aid are permitted to provide treatment, including procedures such as removing foreign objects from the eye.
- While attending to an injured person, never delay in contacting medical assistance. For all out-of-warehouse jobs, provisions must be made before work begins to ensure prompt access to medical attention if a serious injury occurs.
- Employees who handle or use poisonous, caustic, or otherwise hazardous substances must be familiar with safe handling instructions, potential hazards, proper hygiene practices, and required personal protective equipment (PPE).

### **3.2 Stopping Bleeding**

Severe bleeding must be controlled immediately:

1. Place a thick, clean cloth or pad directly over the wound.
2. Apply firm, direct pressure until the bleeding stops.
3. If blood soaks through, place additional cloth on top of the original pad—do not remove the first pad.
4. Once bleeding is controlled, bandage the wound firmly to maintain pressure.

### **3.3 Treating Burns**

The goals of first aid for burns are to:

- Relieve pain
- Prevent contamination
- Treat for shock

#### **First- and Second-Degree Burns:**

- Immerse the burn in cold water or apply cold-water compresses.
- Apply a dry, sterile dressing if needed.
- Do not break blisters, remove tissue, or apply ointments, sprays, or antiseptics.
- Elevate affected arms or legs to reduce swelling.

#### **Third-Degree or Extensive Burns:**

- Apply a clean, cool covering (ice packs or cold compresses).
- Seek immediate medical attention and transport the victim to the hospital.

### **3.4 Respiratory Emergencies (Mouth-to-Mouth Resuscitation & CPR)**

A respiratory emergency occurs when normal breathing stops or becomes inadequate to sustain life. Causes include electric shock, drowning, suffocation, obstructions, chest injuries, or cardiac conditions.

#### **If the victim is not breathing:**

1. Call for medical help immediately while beginning rescue breathing.
2. Open the airway:
  - Tilt the head back and lift the chin.
3. Seal the airway:
  - Pinch the nose and cover the victim's mouth with your own, forming an airtight seal.
4. Provide two slow breaths (1–1.5 seconds each) and check for chest rise.

#### **If Pulse is Present but No Breathing:**

- Continue rescue breathing at about 12 breaths per minute.

#### **If No Pulse is Detected (CPR):**

1. Locate the sternum and place the heel of one hand on it, other hand on top.
2. Keep arms straight and elbows locked, compress firmly at 80–100 per minute.
3. Deliver 15 chest compressions, then two rescue breaths.
4. Perform four cycles, then check for a carotid pulse.
5. Continue CPR until medical help arrives if no pulse is detected.

### 3.5 Bloodborne Pathogens

Employees may be exposed to blood or other potentially infectious materials (OPIM) while providing first aid. To reduce risk:

#### Precautions:

- Wear PPE (gloves, eye protection, masks) when contact with blood or OPIM is possible.
- Avoid direct contact with blood, open wounds, or bodily fluids.
- Wash hands thoroughly after removing PPE.
- Do not eat, drink, smoke, or handle contact lenses during first aid.

#### Handling Contaminated Materials:

- Dispose of contaminated materials in labeled biohazard containers.
- Clean and disinfect any exposed surfaces or equipment.
- Report all exposures to your supervisor immediately.

#### Training:

- Employees providing first aid must be trained on bloodborne pathogen hazards, PPE use, and post-exposure procedures.

**⚠ Important:** Prompt precautions prevent serious infections such as hepatitis B, hepatitis C, and HIV.

---

## Section 4: Accidents, Incident Reporting, and Workers' Compensation

Ditta Enterprises, Inc. is committed to maintaining a safe work environment, which requires the continuous cooperation of all employees. Employees are encouraged to communicate openly with supervisors and coworkers regarding safety concerns.

The Company provides coverage under the Worker's Compensation Law for injuries sustained while at work. Immediate reporting is critical; failure to report an accident the same day may result in denial of coverage.

All employees will be provided with appropriate care, first aid, and emergency services, as required, for injuries or illnesses occurring on Company premises or while performing Company work. Employees must contact their supervisor and/or 911 in the event of an accident or emergency.

### 4.1 Accident and Injury Reporting Procedure

All employees are required to follow these steps when an accident, injury, or work-related illness occurs:

#### 1. Immediate Notification

- Call your supervisor immediately to report the injury.
- If the supervisor is not available, call the main office at (870) 935-1260 and speak with **Anna, Ashley, or Anthony**.
- Unless incapacitated, employees are responsible for making this notification themselves.

## 2. Medical Care

- **Life-Threatening Emergencies:** Call 911 or go directly to the **NEA Baptist Hospital Emergency Room** on Johnson Avenue. The employee or hospital staff must notify the office immediately.
- **Immediate (Non-Life-Threatening) Care:** Supervisors will arrange care through **NEA Baptist Occupational Medicine** (870-910-6024). If after hours and immediate care is needed, employees will be directed to **NEA Baptist Urgent Care Plus** on Apache Drive (870-936-7888).
- **Out of Town Incidents:** When out of the area, if **immediate care is needed**, go to the **closest urgent care or emergency room**. The Company will then determine and coordinate any required follow-up care with an approved provider.
- **Routine/Follow-Up Care:** Employees must come to the office to schedule appointments through the Company's designated provider (**NEA Baptist Occupational Medicine at Hilltop**). Employees are **not permitted** to schedule their own medical appointments.

## 3. Drug Testing

- All doctor's visits and emergency room visits require **immediate drug testing**.
- Any employee filing a claim will be drug tested.
- Positive test results for alcohol or drugs will result in denial of the claim

## 4. Documentation

- On the **same day of the incident** (unless life-threatening), employees must complete **two Accident Forms** and submit them to Anna immediately.
- Blank forms are located in the **NEAG Break Room, DDH Copy Room, and ACE Break Room**, or can be obtained from a supervisor.
- Employees must turn in copies of all medical paperwork, prescriptions, and written doctor's restrictions immediately.
- Notify Anna of any follow-up visits or updated restrictions (must be in writing from the doctor).

## 5. Prescriptions

- Prescriptions are to be filled at **Southern Pharmacy on Apache Drive** and charged to Ditta Enterprises.
- Refills require prior approval from an owner—no exceptions.

## 6. Timekeeping

- All accident-related time, including doctor's visits, therapy, or testing, must be recorded on timesheets as **WC DOCTOR VISIT**, with the date and time clearly noted.
- The initial accident time must also be recorded as a separate line entry.
- Employees are required to use available **sick time** for doctor's appointments and accident-related absences. After sick time is used, additional time off will be unpaid.
- If accident-related absences are not properly recorded, the insurance claim may be denied and payroll corrections will be made on the next paycheck.

## 7. Reporting Requirement

- Any injury not reported and documented on the same day of the incident will **not** be considered compensable and will **not** be covered under Worker's Compensation Insurance.

### 4.2 Acknowledgement of Policy

Employees are required to **print and sign** an acknowledgement form stating that they have read, understood, and agreed to comply with the accident, injury, and workers' compensation procedures outlined above.

For questions, contact **Anna at (870) 243-3231**.

## Section 5: Material Handling

Safe material handling is essential to prevent injuries such as strains, crushing, or lacerations. Always plan ahead, use proper lifting techniques, and handle materials carefully.

### 5.1 General Guidelines

- Always protect your hands and feet. Two smaller loads are always safer than one excessive load.
- Inspect ropes, chains, and hooks before use. Once a load is lifted, it may be too late to detect equipment failure.
- Center loads before lifting and never stand beneath a suspended load.
- Remove slings from piled stock carefully and stack materials securely to prevent sliding or toppling.
- Do not exceed the rated capacity of rigging materials or equipment.
- Never ride on loads, buckets, or hooks.
- Secure crates properly when opening glass cases, ensuring glass does not fall out.
- Attach guide/tag lines to control swinging loads.
- Never attempt to stop or catch a falling load.
- Do not throw materials from elevated positions unless the lower area is secured.
- Keep hands and fingers clear of rope blocks and sheaves.
- Remove or bend down protruding nails immediately.

### 5.2 Lifting Safety

Back strain is one of the most common injuries in the glass industry. Follow these steps to lift safely:

- Plant feet firmly, shoulder-width apart.
- Squat down — do not bend — keeping your back straight. Get a secure grip.
- Lift slowly, using leg muscles rather than your back.
- Avoid jerking or twisting while lifting.
- Lower objects by reversing the lifting method.
- Assess the load before lifting: if it is too heavy or awkward, get help.
- Remove nails, splinters, oil, or moisture from the object before lifting.
- Clear your path of obstacles before moving.
- Test-lift the load. If too heavy, get help — never exceed your capacity.

### 5.3 Hoist Safety

When using hoists for material handling:

- **Load Limits:** Never exceed the manufacturer's rated capacity. Confirm the support structure can carry the same load.
- **Alignment:** Position the hoist directly above the load. Ensure the operator has sufficient clearance to avoid the load's path.
- **Control:** Do not swing or jerk loads. Use guide/tag lines and ensure no one is beneath or near the suspended load.
- **Inspection:** Check cables, slings, chains, and hooks before each use. Conduct daily inspections; remove damaged components from service.
- **Brake Test:** Lift the load a few inches and release the control to confirm the brakes hold. If brakes fail, stop immediately and repair them before resuming.

## Section 6: Glass Handling and Cutting Procedures

Safe handling and cutting glass are critical to prevent breakage and serious injury. All employees must always follow proper procedures.

### 6.1 Unloading Stock Glass

Safe unloading of stock glass is critical to prevent breakage and serious injury. Follow these procedures:

1. Ensure the tractor-trailer is parked on solid, level ground.
2. Lower and lock the landing struts (dolly wheels).
3. Chock the trailer wheels securely.
4. Truck driver removes tarpaulins.
5. Inspect the stock to confirm a safe lean angle toward the center of the trailer.
6. Check all glass edges for chips, cracks, or other damage. If excessive breakage prevents safe removal, notify a supervisor immediately.
7. Release restraint buckles, lower end restraint beams, and remove remaining straps and protective coverings.
8. Position slings on stock carefully. The spreader bar must be centered over the load before lifting.
9. Keep stock as low as possible while moving it off the trailer and onto storage racks.

#### Additional Notes:

- Lower the dolly wheels after each stock is removed.
- Alternate unloading from each side of the trailer to maintain balance.
- Remove taped stock separators with one hand while steadying the glass with the other.
- Guide stock from the ends, never from the sides.
- One designated person must be in charge during all unloading operations.

### 6.2 Glass Handling

Due to the fragile and sharp nature of glass, cuts and lacerations pose serious risks without proper handling. All employees must:

- Wear required personal protective equipment (PPE).
- Follow proper glass handling methods.
- Use caution when moving glass in and out of racks or during installation.

### 6.3 Carrying Glass

#### Single-Person Carry:

- Never hold glass under the arm or parallel to the ground.
- Support the bottom edge with the palm facing outward while the opposite hand reaches across the chest to grip the top edge. This keeps the glass parallel to the direction of travel.

#### Two-Person Carry:

- Never carry large lites horizontally or with handlers on opposite sides.
- Place the lite down first to establish a proper grip.

- **Lead person:** one hand lifting on the bottom edge (palm outward, thumb down), the other hand steadying the leading edge across the chest.
- **Trailing person:** same grip on the bottom edge, with the opposite hand steadying the back edge across the chest.

#### 6.4 Removal and Placement on Tables:

- Use the edge of the glass as a pivot point (fulcrum) when moving lites onto or off tables.
  - **Placing:** Keep the middle slightly above the table edge, pivot outward, rest the top edge, and then slide the lite fully onto the table.
  - **Removing:** Reverse the process, ensuring control of the pivot point.

#### 6.5 Vacuum Cup Handling:

- Ensure cups and glass are clean and dry. Clean rubber discs with pure glycerin. Store cups in a clean, dry place when not in use.
- Position cups near the top of the lite and centered horizontally.
- Break suction carefully between the sheet being lifted and the remaining stock.
- Lead and trailing handlers must remain to the sides of the glass, never in line with its edges.

#### 6.6 Cutting Laminated Glass

Laminated glass consists of two glass layers with a vinyl interlayer between them. Proper cutting methods vary depending on the glass size and environmental conditions.

##### Large Glass:

1. Make an initial score with a glass cutter; do not break.
2. Turn the glass so the score is vertical (perpendicular to the floor).
3. Break the score using a glass vise or thumbs (thumbs behind the score run).
4. Make a second score offset by the cutter wheel width from the first score.
5. Break the second score at the table's edge.
6. In warm conditions, gently pull sections apart and cut the vinyl layer with a single-edged razor blade. Avoid "see-sawing," which can cause chips.
7. In cold conditions, apply heat along the score with a heat gun, pull apart slightly, then cut the vinyl with a razor blade.

**⚠ Warning:** Do not apply denatured alcohol along the score and ignite it to soften the vinyl. This practice is unsafe and strictly prohibited.

##### Small Glass:

1. Make the initial score and break it with cut-running pliers or by popping it at the table's edge.
  2. Turn the glass so the score is vertical.
  3. Make a second score offset by the cutter wheel width.
  4. Break the second score at the table's edge.
-



## Section 7: Fall Protection & Open Floors

Falls from height are one of the leading causes of injuries and fatalities on construction sites. Ditta Enterprises, Inc. is committed to ensuring that all work performed at elevations is conducted safely through the use of proper safeguards, equipment, and training.

### 7.1 Open Floors and Platforms

Open floors, runways, or platforms pose significant fall hazards, especially when side walls or windows have not been installed. All unprotected perimeters must be guarded using:

- **Temporary Standing Railings:** Securely installed to provide a physical barrier along open edges.
- **Temporary Standard Toe Boards:** Installed at floor level to prevent tools, materials, or debris from falling.

#### Key Points:

- Railings and toe boards must be stable and capable of withstanding typical jobsite forces.
- Inspect all temporary barriers daily and after adverse conditions or impacts.
- Only authorized personnel may install or adjust temporary fall protection.
- Workers must stay alert and maintain a safe distance from unguarded edges.

**⚠ Important:** Failure to guard open floors or platforms can result in serious injury or death.

### 7.2 Guardrails

Guardrails are a primary method of fall protection for open edges, mezzanines, and elevated work areas. Proper guardrail systems must include:

- Top rail at 42 inches ( $\pm 3$  inches) above the walking/working surface.
- Midrails positioned halfway between the top rail and floor.
- Toeboards at least 4 inches high to prevent objects from falling.
- Secure anchoring to withstand force from leaning or accidental impact.

### 7.3 Scaffolds

Scaffolds provide elevated work surfaces but require strict adherence to safety guidelines:

- Inspect scaffolds before each use.
- Ensure scaffolds are level and properly braced.
- Guard all open sides and ends with railings and toe boards.
- Never exceed the manufacturer's load capacity.
- Workers must use fall protection when guardrails are absent or inadequate.

### 7.4 Ladder Safety

Ladders are a common source of falls if used improperly. Safe ladder practices include:

- Inspect ladders for damage before each use.
- Set ladders on stable, level surfaces.
- Maintain three points of contact (two hands and one foot, or two feet and one hand) while climbing.

- Do not exceed the ladder's rated load capacity.
- Avoid placing ladders near doorways, walkways, or high-traffic areas without proper barricades or warnings.

## **7.5 Training and Awareness**

- All employees working at heights must receive training in fall hazards, proper use of fall protection equipment, and safe practices for ladders, scaffolds, and open floor edges.
  - Employees must report any unsafe conditions or missing barriers immediately.
  - Supervisors must ensure compliance with fall protection standards and inspect work areas daily.
- 

## **Section 8: Powered Mobile Equipment**

The safe operation of powered mobile equipment is critical to preventing injuries on the jobsite. Only trained and authorized personnel are permitted to operate such equipment. This section covers safety principles, responsibilities, and operational procedures for equipment, including forklifts, Rough-Terrain Forklifts (RTFL) such as Gradall, Lull, or Skytrak, and aerial lifts (boom lifts, scissor lifts, and rocket-lifts).

### **8.1 Introduction / Overview**

Powered mobile equipment is designed for material handling and personnel lifting. Improper operation can result in serious injury or death. This program establishes safety rules, inspection protocols, and operator responsibilities to protect operators, coworkers, and the public.

### **8.2 Owner Responsibilities**

#### **8.2.1 Basic Principles**

- Safe operation, inspection, maintenance, and training consistent with manufacturer guidance and applicable regulations.
- Safe use for personnel lifting when the equipment is rated for such tasks.

#### **8.2.2 Record Retention**

- Maintain a current list of trained and authorized operators.
- Retain operator training records for at least 10 years.
- Maintain maintenance and inspection records (purchaser, serial number, delivery date, quarterly/annual inspections).

#### **8.2.3 Manuals**

- Keep operating and maintenance manuals in the equipment compartment.
- ANSI Manual of Responsibilities must be available on each piece of equipment.
- Operators must read and understand manuals before use.

#### **8.2.4 Maintenance**

- Perform scheduled maintenance per manufacturer instructions.
- Establish preventive maintenance programs (daily, quarterly, annual inspections).

- Correct deficiencies promptly; replaced parts must meet manufacturer specifications.
- Do not modify equipment without written manufacturer approval.

## **8.3 Employee Responsibilities**

### **8.3.1 Safety Regulations & Responsibilities for Operators**

- Inspect equipment before each shift using a Pre-Use Inspection Checklist.
- Perform functional tests, report malfunctions immediately.
- Maintain a clean, safe operating area; document hazards using the Jobsite Inspection Checklist.
- Read and understand the Operation & Maintenance Manual.

### **8.3.2 Operational Guidelines**

- Only trained and authorized personnel may operate equipment.
- Perform pre-use inspections and document findings.
- Tag/remove equipment failing inspection.
- Wear proper PPE (hard hat, safety glasses, gloves, footwear, fall protection).
- Remain aware of surroundings and never exceed rated load capacities.
- Secure and center all loads before movement.
- Operate at safe speeds, maintain safe distances from hazards, fasten seat belts, and follow all manufacturer instructions.
- Never allow passengers unless designed for multiple riders; do not leave equipment running unattended (>25 ft).
- Block/chock wheels on inclines; drive loaded equipment with load uphill.
- Do not use forklifts as personnel elevators.

## **8.4 Forklift Operation**

1. Only trained and authorized personnel may operate forklifts.
2. Each forklift model requires specific training; operators must demonstrate competency.
3. A second trained person or qualified ground personnel must be available for emergency assistance when operating in hazardous conditions.
4. Conduct pre-use safety inspections daily and document results before operation.
5. Barricade or mark areas where forklifts operate to prevent pedestrian or vehicle interference.
6. Operate at safe speeds and avoid sharp turns, congested areas, or slippery surfaces.
7. Keep a minimum safe distance from power lines and overhead obstructions.
8. Always secure and center loads on forks; do not exceed rated capacity.
9. Raise and lower loads smoothly; avoid sudden movements or jerks.
10. Use proper signaling (horns, lights) at intersections or blind spots.
11. Keep all body parts inside the cab; never allow passengers unless the forklift is designed for multiple riders.
12. Do not leave forklifts running unattended (>25 ft) without setting brakes and lowering forks.
13. When parking on inclines, block or chock wheels; drive loaded forklifts with load uphill.
14. Never use forklifts as personnel elevators; only approved platforms may be used for lifting personnel.
15. Ensure visibility is clear; operate in reverse or with spotters when loads obstruct forward view.
16. Maintain proper clearance from walls, racks, and other equipment.
17. Follow manufacturer instructions for all operational, load-handling, and maintenance procedures.
18. Fire extinguishers must be available when performing hot work near forklift operations.

## 8.5 Aerial Lift Operation

1. Only trained and authorized personnel may operate aerial lifts.
2. Each model requires specific training; operators must demonstrate competency.
3. A second trained person or qualified ground personnel must be available for emergency rescue.
4. Use aerial lifts instead of ladders for elevated work when possible.
5. Pre-use safety inspections and documentation are mandatory daily.
6. Barricade work areas to prevent pedestrian or vehicle traffic interference.
7. Operate at safe speeds; never use lifts on unlevel or soft ground.
8. Maintain a minimum 10-foot clearance from power lines.
9. Lower the platform before moving the lift.
10. Do not exceed the Rated Working Load (RWL) or use for material hoisting.
11. Deploy outriggers/stabilizers per manufacturer instructions; never move lifts with them extended.
12. Ensure the platform access gate is closed or the safety chain is attached during operation.
13. Maintain three points of contact when entering/exiting the platform.
14. Wear fall protection and tie-off to the manufacturer's designated anchorage point.
15. Keep feet on the platform floor; never stand on rails or use boards to extend reach.
16. Keep hoses, cords, and cables clear of moving parts.
17. Lower boom or platform when parked; never leave elevated.
18. Fire extinguishers must be available when performing hot work from the platform.

## 8.6 Operator Training

- Operators must demonstrate knowledge and safe handling skills before authorization.
- Training includes reading manuals, hands-on skills demonstration, and hazard recognition.
- Operators must possess a valid driver's license where required.
- Report immediately if not comfortable or qualified for tasks.
- Failure to follow responsibilities may result in serious injury or death.

## 8.7 Additional Safety Rules

- Never allow anyone to ride a load being moved by cranes, forklifts, or other mobile equipment.
- Verify trailer chocks, dock plates, and support before loading/unloading.
- Prevent cords, hoses, and ropes from becoming entangled with personnel or moving parts.
- Use approved racks for transporting compressed gas cylinders.
- Keep the load tilted back and the forks raised only enough to clear the ground.
- Always park with forks/buckets lowered, brakes set, engine off, and keys removed.

---

## Section 9: Hand and Portable Power Tool Safety

Proper use, maintenance, and storage of tools are critical to preventing injuries and ensuring efficiency. This section applies to hand tools, power tools, saws, powder-actuated tools, drill presses, and all hand-held or portable powered tools.

### 9.1 Introduction / Overview

All portable electric tools and motors must be adequately grounded, unless they are double insulated, in which case they should be clearly marked. When used in wet locations (such as wet floors, insulating platforms, rubber mats, or gloves), use appropriate insulation whenever possible.

This section outlines safety rules, operator responsibilities, and maintenance requirements to ensure the protection of employees and coworkers.

## **9.2 Purpose & Scope**

Ditta Enterprises, Inc. has developed this policy to ensure the safety of employees working with hand and portable powered tools, as well as other handheld equipment. This program complies with OSHA 29 CFR 1910.241-244.

This policy applies to all Ditta Enterprises, Inc. employees who may use hand and portable powered tools and equipment during the course of work. Employees must be able to use these tools safely and adhere to the manufacturer's guidelines.

## **9.3 Responsibilities**

### **Program Manager**

1. Ensuring safety measures are in place according to this program and OSHA standards.
2. Maintaining training records.
3. Periodically evaluating program implementation.

### **Supervisors**

1. Ensuring tools are free from defects and adequately maintained.
2. Ensuring tools are used in accordance with manufacturer recommendations.
3. Confirming all affected employees are trained and compliant.
4. Removing defective tools from service immediately.
5. Conducting periodic inspections of work areas.

### **Employees**

1. Attending required training programs.
2. Inspecting tools before use.
3. Tagging defective tools "Out of Service" immediately.
4. Reporting defects to supervisors.

## **9.4 Training & Recordkeeping**

Employees shall be trained in:

- Recognition of hazards associated with different types of tools.
- Required PPE during tool use.
- Proper use, care, and maintenance of hand and power tools.

Retraining is required if an employee demonstrates a lack of understanding or unsafe use.

## **9.5 General Safety Requirements**

- Keep tools in good condition with regular maintenance.
- Use the right tool for the job.
- Inspect tools for damage before use.

- Never use damaged tools; tag and remove from service.
- Follow manufacturer's instructions.
- Use required PPE.

## **9.6 Guards**

All moving parts of power tools (belts, gears, shafts, pulleys, spindles, drums, flywheels, chains, etc.) must be properly guarded. Guards must protect operators and others from:

- Point of operation.
- In-running nip points.
- Rotating parts.
- Flying chips and sparks.

## **9.7 Personal Protective Equipment (PPE)**

Employees using tools must wear PPE appropriate to hazards such as noise, vibration, flying objects, dusts, fumes, and sparks. At a minimum:

- Safety glasses or goggles at all times.
- Face shields when risk of flying debris is present.
- Composite-toe shoes when working with power tools.
- Hearing protection when using loud tools.

## **9.8 Hand Tools**

- Use tools only for their intended purpose.
- Inspect tools for damage prior to use.
- Maintain handles free of splinters, cracks, or looseness.
- Replace bent or chipped tools.
- Direct cutting edges away from others.
- Keep knives and scissors sharp.
- Store tools properly; never carry sharp tools in pockets.
- Use spark-resistant tools near flammables.
- Keep tools clean and dry.

## **9.9 Power Tools**

### **9.9.1 General Precautions**

- Read the owner's manual before use.
- Never carry tools by cords/hoses.
- Keep cords/hoses away from heat, oil, sharp edges.
- Disconnect tools before servicing or when not in use.
- Use clamps or vises to secure work.
- Maintain proper footing and balance.
- Wear fitted clothing; no jewelry or loose garments.

### **9.9.2 Electric Tools**

- Must have a three-wire grounded cord, be double-insulated, or powered by an isolation transformer.

- Never remove grounding prongs.
- Use GFCIs for corded tools.
- Do not use in wet conditions unless approved.

### **9.9.3 Pneumatic Tools**

- Secure attachments and air hoses with safety devices.
- Use eye and hearing protection.
- Install safety clips or retainers to prevent ejection of attachments.
- Use excess flow valves for hoses >1/2-inch.
- Never point air hoses at people.

### **9.9.4 Liquid Fuel Powered Tools**

- Refuel only in approved containers and ventilated areas.
- Shut down and cool engines before refueling.
- Provide fire extinguishers nearby.
- Use ventilation or respirators indoors.

### **9.9.5 Hydraulic Tools**

- Use approved fire-resistant fluids unless the manufacturer specifies otherwise.
- Never exceed manufacturer's pressure ratings.
- Jacks must have stop indicators and must not exceed load limits.
- Always block loads after lifting; never rely on jack alone.

## **9.10 Operating Controls and Switches**

- Hand-held tools such as drills, grinders (>2"), sanders (>2"), belt sanders, reciprocating saws, and similar must have constant-pressure switches that shut off power when released.
- Certain small tools may use positive on-off or lock-on controls if safe.
- Controls must allow operators to shut off power with the same hand/fingers used to turn it on.

## **9.11 Portable Saws**

### **9.11.1 Safety Requirements**

- Must have guards covering blades when not cutting.
- Must include constant-pressure switches.
- Wear face shields or safety glasses.
- Remove jewelry and secure sleeves.
- Disconnect power before repairs or blade changes.

### **9.11.2 Radial Arm Saws**

- Pull blade through material; never push.
- Fence must hold material firmly.
- Stops must prevent blade from extending beyond table edge.
- Ensure blade returns to starting position automatically.

### 9.11.3 Table Saws

- Use push sticks for narrow cuts.
- Never leave material between guides and blade.
- Push cut-offs fully past the blade.

### 9.12 Drill Presses

- Use brushes to clear chips.
- Remove chuck wrench before starting.
- Secure material with clamps/jigs.
- Keep drills sharp.
- No gloves permitted.
- Always wear eye protection.

### 9.13 Powder-Actuated Tools

#### 9.13.1 Safe Operation

- Training and manufacturer instructions required.
- Never load until ready to fasten.
- Always point in a safe direction.
- Do not carry loaded tools.
- Wear safety goggles; coworkers must also.

#### 9.13.2 Tool Care and Servicing

- Inspect before each use.
- Remove defective tools until repaired.
- Only use factory replacement parts.
- Store unloaded in locked containers.

---

## Section 10: Driving Safety

Safe operation of company vehicles is essential to protect employees, property, and the public. This section outlines rules, responsibilities, and procedures for operating company-owned or leased vehicles.

### 10.1 Use of Company Vehicles

#### 10.1.1 Driver Requirements

- Employees must possess a valid driver's license for the type of vehicle they operate.
- Personal use of company vehicles is strictly prohibited at all times, including lunch, breaks, and commuting to or from jobsites.
- Employees may not operate company vehicles while under the influence of:
  - Alcohol at or above the legal limit
  - Illegal drugs
  - Prescription medications that cause drowsiness or impairment (must report to supervisor if affecting safety)



- Only authorized employees are permitted to operate company vehicles.

### **10.1.2 Vehicle Operation Rules**

- Observe all traffic laws and rules of the road.
- Do not use cell phones or other electronic devices while driving; safely pull over before use.
- Conduct a pre-use inspection before operating the vehicle, including a walk-around to check for defects and ensure the path is clear.
- Keep both the interior and exterior of the vehicle clean and properly maintained.
- All vehicles will follow a manufacturer-recommended maintenance program.
- Properly secure and store all cargo to prevent movement, spillage, damage, or injury to the operator.

### **10.1.3 Responsibility for Violations**

- Employees are responsible for all tickets, citations, or fines resulting from personal negligence or disregard of laws.
- Ensure vehicles are properly registered and insured.

## **10.2 Disciplinary Action**

- Any violation of these rules will result in appropriate disciplinary action, up to and including termination.

## **10.3 Accidents**

### **10.3.1 Immediate Action**

- Report all accidents involving company vehicles immediately to your supervisor and, if necessary, local law enforcement.
- Obtain all relevant information at the scene, including:
  - Other driver's information
  - Witness statements
  - Photos of the scene and damages

### **10.3.2 Reporting & Cooperation**

- Follow company accident reporting procedures.
- Fully cooperate with any investigations conducted by the company or law enforcement.

---

## **Section 11: Welding and Cutting**

Welding and cutting activities present serious hazards if not performed properly. This section outlines rules, responsibilities, and procedures for safe welding and cutting operations at Ditta Enterprises, Inc.

### **11.1 Authorized Personnel**

#### **11.1.1 Operator Requirements**

- Only experienced and trained personnel are permitted to perform electric arc or acetylene welding or cutting.

- Welding or cutting is not permitted without the permission of your foreman.
- Firewatchers are required whenever welding or cutting is performed in a high hazard area.

### **11.1.2 Personal Protective Equipment (PPE)**

- Use proper PPE including welding helmets or goggles, flame-resistant gloves, aprons, and appropriate footwear.
- Eye protection must be provided and worn at all times during cutting and welding operations.

## **11.2 Operational Rules**

### **11.2.1 Safe Work Practices**

- Never weld or cut where sparks, hot metal, or severed sections can fall on personnel.
- Use only spark lighters or stationary pilot flames; never use matches to light torches.
- Never weld in closed or confined areas without adequate ventilation. Utilize fresh air supplies, blowers, or local exhaust ventilation.
- Do not overload or operate welding cables with poor or damaged connections.
- Keep oil, grease, or other flammable substances away from oxygen cylinders, fittings, and equipment.

### **11.2.2 Cylinder Handling**

- Treat all cylinders as full until properly emptied; close valves on empty cylinders and mark as EMPTY.
- Keep full and empty cylinders separated and secured upright with chains to suitable supports.
- Keep valve protection caps in place when cylinders are not in use.
- Open cylinder valves only with hand wheels or tools designed for that purpose.
- Shut down units if leaving the work area or stopping for any length of time.
- If a valve cannot be opened by hand, do not force it; notify the supplier.

### **11.2.3 Fire Safety**

- Ensure work areas are free of flammable paints, compounds, or heavy dust accumulations.
- Fire extinguishers must be present, in good working order, and all personnel must know how to use them.

## **11.3 Responsibility for Safety**

- Employees must follow all procedures for personal safety and the safety of coworkers.
- Supervisors are responsible for ensuring proper PPE is worn, firewatchers are assigned, and safety protocols are enforced.
- Any unsafe conditions or incidents must be reported immediately.

---

## **Section 12: Fire Prevention & Protection**

Fires present serious risks to life, safety, property, and company operations. This section establishes policies, responsibilities, and procedures for fire prevention and protection at Ditta Enterprises, Inc.

## 12.1 Policy Statement

- The company is committed to maintaining an effective fire prevention and protection program designed to minimize risks, safeguard employees, and protect property.

## 12.2 Purpose

The purpose of this policy is to:

1. Prevent loss of life and personal injury.
2. Protect property and corporate assets.
3. Provide continuity of operations.
4. Prevent the inception of fires through proactive measures.

## 12.3 Scope

- This policy applies to all employees, contractors, and supervisors working in company facilities, jobsites, and vehicles.
- Supervisors bear primary responsibility for monitoring their areas to ensure compliance with fire prevention and protection standards.

## 12.4 Fire Prevention

### 12.4.1 Causes of Industrial Fires

Analysis of industrial fires over a 10-year period identifies the following primary causes:

- Electrical – 23%
- Smoking – 18%
- Friction – 10%
- Overheated Materials – 8%
- Hot Surfaces – 7%
- Burner Flames – 7%
- Combustion Sparks – 5%
- Spontaneous Ignition – 4%
- Cutting & Welding – 4%
- Exposure to Other Fires – 3%
- Incendiaries – 3%
- Mechanical Sparks – 2%
- Molten Substances – 2%
- Chemical Action – 1%
- Static Sparks – 1%
- Lightning – 1%
- Miscellaneous – 1%

### 12.4.2 Preventive Measures

- Supervisors must maintain constant surveillance of work areas and correct unsafe conditions immediately.
- Employees must practice good housekeeping, one of the most effective ways to prevent industrial fires.

- Unsafe practices such as careless smoking, improper storage of flammable materials, and poor equipment maintenance are strictly prohibited.

## **12.5 Fire Protection**

### **12.5.1 Fire Classifications**

Fires are classified based on the materials involved:

1. **Class A** – Ordinary combustibles (wood, paper, cloth, trash).
2. **Class B** – Flammable liquids and gases (gasoline, oil, grease, paints, thinners).
3. **Class C** – Energized electrical equipment.
4. **Class D** – Combustible metals (magnesium, titanium, zirconium, lithium, sodium).

### **12.5.2 Fire Extinguishers**

- Supervisors ensure correct extinguisher types are available, and employees are trained in their use.
- Fire extinguishers are most effective in the early stages; evacuation is the primary concern.

#### **Extinguisher Requirements:**

1. Maintain fully charged and operable condition.
2. Keep in designated, conspicuous, easily accessible locations along normal travel paths.
3. Clearly display the class of fire for which intended.
4. Mount at or below 5 feet (3 feet if over 40 lbs).
5. Select and distribute based on hazard type and fire risk severity.
6. Inspect at least monthly for location, operability, and condition.
7. Carry durable inspection and recharge date tags.
8. Hydrostatic testing at prescribed intervals or immediately if damaged.

## **12.6 Responsibilities**

### **12.6.1 Supervisors**

- Maintain constant surveillance of assigned areas to identify and correct fire hazards.
- Ensure proper fire extinguishers are available, maintained, and accessible.
- Train employees in fire extinguisher use and emergency response.
- Conduct regular fire drills and enforce fire prevention procedures.

### **12.6.2 Employees**

- Follow fire prevention procedures and maintain good housekeeping at all times.
- Immediately report unsafe conditions or fire hazards.
- Participate in fire drills and extinguisher training.
- Prioritize personal safety and evacuation over firefighting in the event of a fire.

## Section 13: Corporate Drug Policy

The use of illegal drugs, excessive alcohol, and the misuse of prescription drugs endangers both the employee and co-workers. Ditta Enterprises, Inc. is committed to maintaining a drug-free work environment. Drug testing may be conducted at the time of filing a workers' compensation claim. Refusal, failure, or falsification of drug tests may result in immediate termination and/or denial of the workers' compensation claim.

### 13.1 Substance Use Restrictions

- The use of illegal drugs, alcohol, or misuse of prescription drugs is strictly prohibited while on the job.
- Illegal drugs and alcohol are not permitted on company premises, in company vehicles, or on any jobsite at any time.

### 13.2 Reporting and Assistance

- Employees with substance abuse issues or chemical dependency are encouraged to seek medical attention.

### 13.3 Violations and Consequences

- Any employee who uses, possesses, distributes, or attempts to sell illegal drugs or alcohol on company premises, at a jobsite, or in a company vehicle is subject to immediate dismissal.
- 

## Section 14: Hazard Communication

Ditta Enterprises, Inc. is committed to ensuring that all employees are informed of the hazards associated with chemicals used in the workplace. This section outlines responsibilities, labeling requirements, Safety Data Sheets (SDS), training standards, and communication procedures in accordance with OSHA's Hazard Communication Standard (29 CFR 1910.1200).

### 14.1 Purpose

- To inform employees of chemical hazards.
- To reduce injuries and illnesses related to chemical exposure.
- To ensure compliance with OSHA's Hazard Communication Standard.
- To provide employees with the knowledge and resources necessary to safely handle hazardous chemicals.

### 14.2 Scope

This program applies to all employees, supervisors, and contractors who may come into contact with hazardous chemicals in company facilities, jobsites, or vehicles.

A written copy of this plan is available at **DITTA ENTERPRISES, INC.** for review by all employees.

### 14.3 Identifying Hazardous Chemicals

- A master list of hazardous chemicals with potential for employee exposure is maintained and attached to this plan.

- Each chemical on the list is cross-referenced with its product identifier, label, and Safety Data Sheet (SDS).
- Detailed information about each chemical's physical, health, and environmental hazards is available on its SDS.

## 14.4 Chemical Labeling

Ditta Enterprises, Inc. follows the **Globally Harmonized System (GHS)** of Classification and Labeling of Chemicals as required by OSHA.

All hazardous chemical containers must have one of the following:

1. The original manufacturer's label, including:
  - Product identifier
  - Signal word (Danger/Warning)
  - Hazard statement(s)
  - Pictogram(s)
  - Precautionary statement(s)
  - Manufacturer/importer contact information
2. A workplace label including the product identifier and words, pictures, or symbols that provide at least general hazard information.

### Labeling Requirements:

- All labels must be legible and in English.
- No container will be released for use until Ashley Ditta has verified labeling.
- Small containers used for immediate consumption during a single shift do not require a label, provided they remain under the employee's control and are used or disposed of the same day.

## 14.5 Safety Data Sheets (SDS)

- OSHA requires each chemical manufacturer or importer to provide an SDS for every hazardous chemical.
- SDS contains detailed hazard, safety, and emergency information.
- **Ashley Ditta** is responsible for maintaining, updating, and distributing SDS.
- SDS must be readily available and accessible to all employees during their work shifts.
- If an SDS is missing or unavailable, employees should contact **Ashley Ditta** immediately to obtain the required information.

## 14.6 Employee Responsibilities

### 14.6.1 General Responsibilities

- Read and follow all chemical labels and SDS precautions.
- Use personal protective equipment (PPE) as required.
- Immediately report any chemical spills, leaks, or exposures to a supervisor.

### 14.6.2 Training

Employees must complete hazard communication training before beginning work or when new chemical hazards are introduced. Training covers:

- Requirements of OSHA's Hazard Communication Standard.
- Hazardous chemicals present in the workplace.
- Safe handling, storage, and disposal procedures.
- Understanding labels and SDS.
- Health and physical hazards of chemicals in their work areas.
- Methods for detecting the presence or release of hazardous chemicals.
- Control measures, including engineering controls, safe work practices, and PPE.
- Emergency procedures for spills, exposures, and first aid.
- Explanation of GHS pictograms, signal words, hazard statements, and precautionary statements.

**Verification:** After completing training, employees must sign an acknowledgement form confirming that they understand and will comply with the Hazard Communication Plan.

## 14.7 Special Tasks and Non-Routine Operations

- Supervisors must inform employees of hazards before they perform any special or non-routine tasks that may involve chemical exposure.
- Supervisors will evaluate hazards, provide appropriate PPE, and deliver task-specific training as needed.

## 14.8 Contractors and Other Employers

When contractors or outside employees may be exposed to hazardous chemicals at a Ditta Enterprises, Inc. worksite:

- **Ashley Ditta** will provide contractors with information on:
  - Hazardous chemicals present.
  - Access to SDS.
  - The labeling system used at the workplace.
  - Safe work practices to prevent exposure.
- SDS will also be obtained for any chemicals that contractors bring onto Company property.

## 14.9 Emergency Procedures

- In the event of a chemical spill or exposure:
  - Evacuate the area if necessary.
  - Notify supervisors immediately.
  - Use appropriate PPE and spill kits to contain the chemical if trained and safe to do so.
  - Follow SDS instructions for first aid and containment.
  - Complete required incident reports and documentation.



## 14.10 Pictograms

Employees must recognize and understand OSHA's GHS pictograms, which identify specific types of hazards:

# Hazard Communication Standard Pictogram

The Hazard Communication Standard (HCS) requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

### HCS Pictograms and Hazards

<b>Health Hazard</b>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<b>Flame</b>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<b>Exclamation Mark</b>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<b>Gas Cylinder</b>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<b>Corrosion</b>  <ul style="list-style-type: none"> <li>• Skin Corrosion/ Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<b>Exploding Bomb</b>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<b>Flame Over Circle</b>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<b>Environment (Non-Mandatory)</b>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<b>Skull and Crossbones</b>  <ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

For more information:



**OSHA** Occupational Safety and Health Administration

[www.osha.gov](http://www.osha.gov) (800) 321-OSHA (6742)

OSHA 3491-01R 2016



## Section 15: CNC Machine Safety

### 15.1 Purpose

The purpose of this section is to establish safe work practices for the operation, maintenance, and supervision of Computer Numerical Control (CNC) machines at Ditta Enterprises, Inc. The goal is to prevent injuries, protect equipment, and ensure efficient and accurate machining processes.

### 15.2 Scope

This policy applies to all employees, contractors, and supervisors who operate, maintain, or work near CNC machinery at any Ditta Enterprises facility or jobsite.

### 15.3 General Safety Rules

- Only trained and authorized personnel may operate CNC machines.
- Operators must complete required training before unsupervised use.
- Guards, shields, and interlocks must remain in place and functional at all times.
- Do not bypass or disable emergency stops, safety devices, or protective covers.
- Machines must never be left unattended while running.

### 15.4 Personal Protective Equipment (PPE)

- Safety glasses with side shields must be worn at all times.
- Hearing protection is required when operating machines that exceed safe noise levels.
- Protective footwear must be worn to prevent foot injuries from dropped tools or materials.
- No loose clothing, jewelry, or long hair may be worn; sleeves must be secured.
- Cut-resistant gloves may be worn only when handling raw materials or finished parts, but **must not** be worn while the machine is running.

### 15.5 Safe Operating Procedures

1. Perform a pre-operation inspection of the CNC machine, including emergency stops, guards, and work area cleanliness.
2. Verify that tools, fixtures, and workpieces are properly secured before starting the machine.
3. Review and confirm CNC program settings before running.
4. Stand clear of moving parts and keep hands, tools, and body outside of the machining area during operation.
5. Never attempt to adjust workpieces, tooling, or fixtures while the machine is running.
6. Stop the machine immediately if unusual sounds, vibrations, or malfunctions occur. Report issues to a supervisor before resuming operation.
7. Ensure chips and scrap material are removed using brushes, vacuums, or tools—never by hand.

### 15.6 Maintenance and Housekeeping

- Only qualified maintenance personnel may service CNC machines.
- Machines must be locked out and tagged out (LOTO) before any maintenance, cleaning, or repair.
- Work areas must be kept clean, with floors free of oil, coolant, or metal shavings to prevent slips and falls.
- Compressed air must not be used to clean machines, tools, or clothing.

## 15.7 Emergency Procedures

- Operators must know the location of all emergency stop buttons and how to activate them.
  - Report all incidents, injuries, or near-misses to a supervisor immediately.
  - If an injury occurs, follow the First Aid and Accident Reporting procedures outlined in Sections 4 and 5 of this handbook.
- 

## Section 16: In-Plant Rail Safety

### 16.1 Purpose

Ditta Enterprises, Inc. recognizes that working around railcars and in-plant railway tracks poses unique hazards. This program provides guidance to help employees identify and mitigate these hazards, ensuring a safe working environment.

### 16.2 Responsibility

The Safety Coordinator is responsible for developing and maintaining the In-Plant Rail Safety Program to safeguard employees working near railway tracks. The company provides leadership, training, resources, and organization to maintain a safe work environment. All employees are responsible for committing to safety and performing work in a manner that prevents accidents to themselves and coworkers.

### 16.3 Training

- Annual Rail Safety Awareness training is required for all employees.
- Training documentation, including trainee and trainer names and dates, will be maintained on file.
- Employees will receive additional training based on job complexity and potential hazards related to rail operations.
- Assessments will ensure employees demonstrate knowledge and skills to safely perform assignments.
- Remedial training and testing will be required for unsafe or unsatisfactory performance.

### 16.4 Personal Protective Equipment (PPE)

When working near or around railway tracks, employees must wear:

- Hard hats
- Gloves
- Hearing protection
- Safety glasses
- High-visibility clothing (CSA Standard Z96-09, Class 1)
- Safety-toe work boots

### 16.5 Pedestrian Safety

- Pedestrians must avoid walking or playing near railway tracks. Trespassing may result in fines, serious injury, or death.
- Look both ways twice before crossing tracks; step over tracks on a straight path.
- Never stand, sit, or walk on or between rails. Maintain at least arm's length distance from tracks.

- Do not crawl under rail equipment, climb moving equipment, or cross in front of moving equipment.
- Always use designated pedestrian rail crossings where provided.
- If no designated crossing exists, never cross between uncoupled railcars; maintain at least 10 feet of distance.
- Expect trains to move at any time, from either direction, without warning.
- Vehicles or equipment may not be left on tracks without prior approval and a blocked track warning system.
- Employees shall not ride moving railcars or board locomotives.
- Spotters must remain at least 10 feet from the centerline of tracks.
- Wear hard hats, metatarsal boots, and safety glasses with side shields in designated areas.

## **16.6 Requirements / Permits**

- Permission must be obtained from the railroad supervisor or designated person prior to performing work within six feet of tracks.
- Some clients may require permits for work within ten feet; employees must know and follow customer-specific requirements.

## **16.7 Best Practices, Safety Tips, and Facts**

- Employees must always be aware of rail movements; never rely solely on others.
- Look before stepping; trains may be difficult to hear due to environmental noise or worksite conditions.
- Always be escorted on client sites near rail equipment.
- Vehicles and equipment must not be parked within eight feet of track centers.
- Never crawl under or climb over moving rail equipment; avoid pinch points.
- During maintenance, warning signs, flags, barriers, or lights must be placed, and positive track protection used when required.
- Cross tracks only at designated, marked crossings; do not cross if activated or if railcar movement is observed.
- Snow and ice clearance at marked crossings is the client's responsibility; slips, trips, and falls are the leading cause of injury.
- Stay clear of tracks whenever possible; stand at least 20 feet away when rail equipment passes.
- Avoid trackside devices such as switch points; trains have the right-of-way at all times.
- Trains may move in either direction at any time; overhang and loose straps extend beyond rails, increasing risk.
- Crossing immediately after a train is dangerous; a second train may be approaching.
- Flashing red lights indicate an approaching train; never cross until signals cease.
- Do not attempt to hop aboard any railroad equipment; serious injury or death may occur.
- Always remember trains do not follow schedules — Any Time is Train Time.

---

## **Section 17: Lockout/Tagout Safety**

### **17.1 Purpose**

The purpose of the Lockout/Tagout (LOTO) Program is to ensure the safety of Ditta Enterprises, Inc. employees by establishing appropriate procedures for equipment that is powered by, or capable of storing, hazardous energy.

All employees must follow the minimum procedures outlined in this program. Any deviations must be immediately reported to the Safety Coordinator.

## 17.2 Scope

This program protects personnel from injury when the lockout of energy is required to safely work in or near danger zones. Work will not begin until all hazardous energy sources are identified and controlled to a zero-energy state.

Key points:

- Lockout is required when any part of the body enters a danger zone.
- All energy control points affecting a danger zone must be identified and controlled.
- Lockout devices must provide complete energy isolation. Push-buttons, selector switches, interlocks, emergency shutoffs, and software controls are **not** considered energy control points.
- Each employee must have individual locks and keys; group locks for multiple employees are not allowed.
- Any person entering a danger zone must apply their own lock and tag.
- If it is impossible to apply a lock, contact a supervisor.
- The program excludes equipment powered only by electricity that can be safely unplugged and controlled by the employee.
- Abandoned locks must be handled using the program's **Non-Routine Removal Procedure**.

## 17.3 Program Responsibilities

### Management

- Provide tools and resources to implement this program.
- Ensure compliance via the Safety Coordinator.

### Safety Coordinator

- Develop equipment-specific lockout procedures.
- Identify employee classifications: Authorized, Affected, and Other.
- Determine required PPE.
- Provide appropriate training.
- Train outside contractors working on Ditta equipment.
- Review the program annually or when changes occur.

### Supervisors

- Ensure only trained Authorized Employees apply and remove locks/tags.
- Retrain employees with insufficient skills.
- Ensure compliance with all procedures.
- Provide program feedback to the Safety Coordinator.

## 17.4 Employee Classifications

### Authorized Employee

- Trained to lock out or tag out machines/equipment.
- Must follow program procedures and retain control of locks/tags.

- Maintain lockout hardware in good condition.

## **Affected/Other Employees**

- Operate/use machines under lockout/tagout or work in areas where it is applied.
- Not authorized to implement LOTO procedures.

## **17.5 Energy Control Procedures**

### **17.5.1 Preparing Equipment for LOTO**

1. Review machine-specific LOTO procedure.
2. Identify work area and restriction zone.
3. Identify energy control points.
4. Obtain locks, tags, and blocking devices.
5. Notify affected employees.
6. Shutdown, de-energize, and dissipate residual energy.
7. Apply lockout devices; keep keys in the employee's possession.
8. Each Authorized Employee applies their own lock/tag when multiple workers are involved.
9. Verify de-energization; ensure area is clear.
10. Wear required PPE.
11. Begin work.

### **17.5.2 Restoring Equipment to Normal Operation**

1. Remove all tools and nonessential items from the danger zone.
2. Replace guarding and safety controls.
3. Notify affected employees.
4. Remove locks, tags, and blocking devices.
5. Reenergize equipment per start-up procedures.
6. Confirm proper and safe operation.
7. Remove and clean or dispose of PPE.
8. Inspect locks, tags, and devices; replace as needed.

### **17.5.3 Group Lockout**

- Each employee affixes their own lock/tag to a group lockout device.
- Designate a Primary Authorized Employee to coordinate LOTO.
- Implement verification to ensure energy isolation.
- For multiple groups, a Principal Authorized Employee oversees accountability for each group.

### **17.5.4 Shift Changes**

- Outgoing Authorized Employees do not remove locks until incoming Authorized Employees place theirs.
- Ensure machines are never without LOTO protection during extended work periods.

### **17.5.5 Non-Routine Removal of a Lockout/Tagout Device**

- Supervisor verifies the Authorized Employee who applied the lock/tag is absent and work is complete.

- Attempt contact with the Authorized Employee to address safety concerns.
- Notify affected employees when devices are removed.
- Upon return, inform the Authorized Employee of the removal.

## **17.6 Employee Training**

### **Authorized Employees and Supervisors**

- Receive training on hazardous energy recognition, energy isolation methods, and removal of devices.
- Supervisors provide equipment-specific training and verify competency.

### **Affected/Other Employees**

- Trained on the purpose of LOTO, identification of locks/tags, and equipment restrictions.
- Retraining occurs when significant changes are made to OSHA regulations or Ditta LOTO procedures.
- Other Employees are instructed never to restart or reenergize locked-out equipment.

### **Retraining**

- Required for changes in task, equipment, or procedures.
- Required if an employee demonstrates inadequate knowledge or deviates from established procedures.