

Forward

Letter from Engel Electric -----	3
Using This Manual -----	4
Helpful Guidelines-----	4

Forward

Engel Electric

1514 West Fourth Street Sterling, IL 61081

Welcome to Engel Electric. Our objective is to provide a safe and healthy workplace for all employees.

Accidents prevention and the safety of our workforce is of the utmost in importance. No phase of operation is considered more important. Accident prevention and safety go hand-in-hand with efficient operations.

Each member of this company carries responsibility for safety on the job. We can only meet our objective if we have full support and cooperation of every employee.

If you have any concerns or questions regarding safety, do not hesitate to discuss them with your supervisor or safety director.

Sincerely,
Engel Electric

SAFETY POLICIES AND PROCEDURES is designed to be used at the job site. Its primary purpose is to assist in all aspects of safety management in the construction industry. It will help your company initiate safe working conditions at the beginning of a project and maintain them through to its completion. It will assist your company to comply immediately with certain requirements of the Occupational Safety and Health Act of 1970.

Helpful Guidelines

- Read each chapter. Become familiar with the contents.
- Before the start of a job, read and follow the section on "Prejob Safety Planning". Use the handy checklist provided, and at the beginning of each work day, use the "Daily Pre-Task Planner".
- Reread section "OSHA And Employer Personnel Related Posting Requirements". Post OSHA related signs at a permanent job site location where employees will see them.
- Post the pamphlet "Portable Fire Extinguisher Selection Guide" (in Fire Prevention section) at the time the job begins. Display the pages showing various types of fire extinguishers.
- Reread the section about "Site Inspections". A weekly job site safety review (safety inspection) with follow-up to assure that any needed corrections are completed is an excellent practice. Send a copy of each inspection list to the home office for information and record keeping purposes.
- Hold weekly training sessions at a regularly scheduled time. Review the section titled "Training" for suggestions to make this easy for supervisors, and for making sure the information presented is current and appropriate for the industry.
- Review the section about "When The OSHA Inspector Arrives" carefully. It suggests action to take should a federal or state officer inspect the work site.
- Finally, constantly promote safety and health on the job. Use ideas and initiative for employing the ideas presented in this manual and other available safety material. Every company and each job has its own set of conditions and circumstances and the employer and the employees know them better than anyone else. By using this knowledge, effective ways to use safety information can be designed to meet the benefit of all. **Remember ... regardless of your position in the company, SAFETY IS EVERYONE'S BUSINESS!**

