

TRUMBULL METROPOLITAN HOUSING AUTHORITY
"Basic Safety Instructions for All TMHA Employees and its Contractors"

Think, act and work safety at all times. Do not take chances. Learn and understand your work. When in doubt about safe working conditions, consult your supervisor. Employees at TMHA are required to work together to provide a safe work environment. Think safety and always think before you act. Before starting your new assignment, we are presenting this safety orientation and providing this list of safety rules which relate to the hazards related to the assignments you will receive. We want you to be familiar with our basic safety rules. Remember safety first. Nothing is so important that it cannot be done safely. We want you to leave for home in the same condition that you arrived. Help us make TMHA a clean and safe place to work.

Rule 1 - Always wear clean, snug-fitting clothing, This lessens the danger of your clothes catching fire or becoming caught in any moving machinery.

Rule 2 - A regular work shirt is to be considered minimum. No halter tops, tank tops or muscle man shirts and no shorts allowed. Long trousers must be worn on the job. Shoes need not be safety shoes with steel toes or metal tarsal guards. We do, however, require you to wear a substantial shoe suitable for the work environment.

Rule 3 - Anytime there is evident danger, eye safety protection must be worn. Minimal protection is spectacle goggles. We also provide full-face shields to be used in conjunction with spectacle goggles for greater protection.

Rule 4 - We do not require hard hats except for certain applications. Ask your supervisor if in doubt.

Rule 5 - Never report for work under the influence of alcohol or drugs. Do not have them in your possession, or use them on company time or property.

Rule 6 - Always report to work at your scheduled time. If unable, call your supervisor immediately. This protects you and permits the supervisor an opportunity to rearrange the scheduled work.

Rule 7 - We provide earplugs and dust or mist respirators. Use them in any area that is posted or is excessively noisy or dusty.

Rule 8 - We usually conduct one safety meeting per month of approximately 30 minutes in length. You are required to attend and pay attention. The information you receive is for your personal benefit.

Rule 9 - If you should be injured, tell your supervisor even if it's only a scratch. It can become infected and cause serious consequences.

Rule 10 - If you become ill on the job, you must notify your supervisor before you leave to go home.

Rule 11 - Do not let co-workers play "doctor" with you.

Rule 12 - We do not tolerate running, horseplay, wrestling, throwing material or creating any other disturbances. This kind of activity can cause serious injuries.

Rule 13 - We will also not tolerate fighting on any of our properties. If you become involved in such a disturbance, your involvement could easily lead to discipline to include discharge.

Rule 14 - Smoke in designated smoking areas and never near flammable liquids or gases.

Rule 15 - Always know the locations of emergency showers and eye wash fountains in your area. If there are none in your area, use an existing sink or shower. Always use plenty of water to dilute any acids or chemical splash.

Rule 16 - Always, if possible, lock out any machinery you may have to work on. Also test the controls. If you cannot lock it out, tag it out. Never remove someone's tag or lock. If in doubt, talk with your supervisor about proper lockout and tag-out procedures.

Rule 17 - Do not work with unsafe tools or appliances and report all unsafe conditions to your immediate supervisor, who in turn will contact the safety supervisor.

Rule 18 - Do not ride on or operate any kind of mobile equipment unless you are authorized to do so by your supervisor.

Rule 19 - Always use both hands when climbing a ladder. For additional safety tie the ladder off at the top with a rope attached to a rung and something permanently attached to the structure you are leaning against. Maintain the proper angle in comparison to the surface you are leaning on. If you need to take something up the ladder, use a rope to hoist tools etc. up. These acts provide safety to you and fellow workers.

Rule 20 - Never pile materials, boxes, or other equipment so high that it could fall and injure a passing employee or damage important equipment.

Rule 21- Never leave an opening into a floor or pit such as a deep manhole or other underground structure unguarded. Never enter such a pit until a supervisor checks and approves your entry. The pit may contain poisonous gases, explosive gases or lack sufficient oxygen for breathing.

Rule 22 - Never block fire doors or exits. Fire demands that you exit the area as fast and as safely as possible. Each area bulletin board has an evacuation plan posted.

Rule 23 - Learn how to use fire extinguishers and where they are located and always use the proper extinguisher for the application involved.

Rule 24 - Housekeeping is your responsibility. You must keep your working area clean, Neat and orderly. This includes picking your tools and putting them away when you finish a job. Cleanliness is safeness.

Rule 25 – Report any unsafe conditions immediately to your supervisor. This is an essential part of safety in the workplace.

Rule 26 – We would rather encourage workers to work safely rather than use discipline to get workers to work safe, but any employee observed working in an unsafe manner could be given discipline or as a minimum be written up for the incident and documented as part of his employment record.

Trumbull Metropolitan Housing Authority is committed to providing a safe workplace for our employees. Contractors and their sub-contractors are required to adopt TMHA's commitment to providing a safe workplace for their employees.

You have now read or should have read the basic safety instructions TMHA provides all employees. TMHA also regularly conducts safety meetings with employees at which we stress working safely and instructs employees how to work safely. You may and should conduct similar safety activities as evidence of your commitment to provide a safe workplace.

Should we observe your workers working in an unsafe manner during your performance of work for TMHA, it will be brought to your attention. You will be expected to remedy the situation immediately.

We appreciate your commitment to working safely as you work for TMHA.

I have read and understand TMHA's Basic Safety Rules and understand my safety obligations. I commit to the work being performed safely and in compliance with the Occupational Safety and Health Act (OSHA) and other pertinent regulations.

Contractor Signature

Date

Print Name