

**SECTION 13**  
**INJURY & ILLNESS PREVENTION PROGRAM**  
**CODES OF SAFE PRACTICE & SAFETY RULES**

**GENERAL SAFETY RULES**

It is the policy of Kaptive C&P that everything possible will be done to protect employees from incidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline or termination. Supervisors shall insist that employees observe all applicable Company, state, and federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy employees shall:

1. Immediately report all unsafe conditions and equipment to your supervisor or safety coordinator.
2. Immediately report all incidents, injuries, and illnesses to your supervisor or safety coordinator.
3. Anyone known to be under the influence of intoxicating liquor or drugs, shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
5. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
6. In the event of a fire, sound the alarm and evacuate.
7. Upon hearing the fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
8. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
9. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
10. All spills shall be wiped up promptly and appropriately.

11. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
12. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
13. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
14. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
15. Never use a metal ladder where it could come in contact with energized parts of equipment, fixtures or circuit conductors.
16. Maintain sufficient access and working space around all electrical equipment to permit ready safe operations and maintenance.
17. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
18. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
19. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
20. Shut off engine, set brakes, and block wheels prior to loading or unloading vehicles.
21. Inspect pallets and their loads for integrity and stability before loading or moving.
22. Do not store compressed gas cylinders in areas that are exposed to heat sources, electric arcs or high-temperature lines. These cylinders shall be stored in a chained, upright, position.
23. Wear hearing protection in all areas identified as having high noise exposure.
24. Goggles or face shields must be worn when grinding.
25. Do not use any faulty or worn hand tools.
26. Always keep flammable or toxic chemicals in closed containers when not in use.
27. Do not eat in areas where hazardous chemicals are present.

28. When working with a visual display terminal (VDT), have all pieces of furniture adjusted, positioned, and arranged to minimize strain on all parts of the body.
29. Appliances such as coffee makers and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
30. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.

### **OFFICE SAFETY RULES**

It is the policy of Kaptive C&P that everything possible will be done to protect employees, customers, and visitors from incidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy employees shall:

31. Immediately report all unsafe conditions and equipment to your supervisor or safety coordinator.
32. Immediately report all incidents, injuries and illnesses to your supervisor or safety coordinator.
33. Aisles must be kept clear at all time.
34. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
35. All spills shall wiped up promptly.
36. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
37. Always use the proper lifting technique. Never attempt to lift or push an object that is too heavy. You must contact a supervisor when help is needed to move a heavy object.
38. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.

39. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
40. Equipment such as scissors, staples, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.

### **USE OF TOOLS AND EQUIPMENT**

41. All tools and equipment shall be maintained in good condition.
42. Damaged tools or equipment shall be removed from service, locked out and tagged "DEFECTIVE."
43. Only appropriate tools shall be used for a specific job.

### **MACHINERY AND VEHICLES**

44. Only authorized persons shall operate machinery or equipment.
45. All safety rules, Safe Operating Procedures (SOPs), machine guarding, and machine maintenance rules shall be followed including those of the machine or equipment manufacturer.
46. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other areas where they may become entangled.
47. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work including lock-out/tag-out procedures.
48. Where appropriate, lockout/tag-out procedures shall be used.

**ACKNOWLEDGMENT OF RECEIPT  
AND  
REVIEW OF THE *CODES OF SAFE PRACTICE & SAFETY RULES***

**Kaptive C&P**

To all **Kaptive C&P** Employees:

Attached is a copy of the *Code of Safe Practices*. These *Codes* are provided for your safety.

It is the responsibility of every supervisor to provide and review this code with each employee. It is the employee's responsibility to read and comply with this code.

The attached copy of the *Code of Safe Practices* and *Safety Rules* are for you to keep. Please sign and date below and return only this page within 24 hours.

---

I acknowledge receipt of, have read or have had someone read to me, and understand the above *Codes of Safe Practice* and *Safety Rules* from Kaptive C&P Inc.. I understand that I am responsible for complying with the above-stated rules. I agree to abide by such rules during my employment and understand the consequences if I do not. (Yo estoy consiente de haber recibido esta noticia.)

---

Signature

---

Print Name

---

Date

---

Position