



Contractor's Clearing House, Inc. *d.b.a.*

Coastal Employment Services
1609 NW Hwy 101, Lincoln City, OR 97367
Phone: (541) 996-2800 Fax: (541) 994-7129

INTRODUCTION

It is the intent of Contractor's Clearing House, Inc. and Coastal Temps and their client companies to provide a safe, healthy, and injury free working environment for all employees.

As you are aware, Contractor's Clearing House, Inc. and Coastal Temps provide workers to client companies on either a long term or short term basis. Contractor's Clearing House, Inc. or Coastal Temps is your primary employer. The client company with whom you are placed is your controlling or on-site employer. As a leased or temporary worker, you have what is called "joint employment" and have an obligation for abiding by rules, regulations, and procedures formulated by both companies.

All employees of Contractor's Clearing House, Inc. and Coastal Temps have an obligation to understand and abide by not only the safety rules and procedures contained in this manual as a condition of continued employment, but also with industry-specific and site-specific rules and procedures of your controlling employer.

Neither this manual nor information given to you by your controlling employer can cover every situation you may encounter on the job. Each job, regardless of the industry or the type of work, may involve problems that require special alertness, awareness, and good judgment on your part. In all cases, it is ultimately your responsibility and obligation to work safely and to prevent or correct unsafe actions, practices, and/or conditions to protect yourself and others.

In the event that you feel at any time that there is a conflict between the safety rules, regulations, or procedures of Contractor's Clearing House, Inc. and Coastal Temps and your controlling company contact Contractor's Clearing House, Inc. and Coastal Temps promptly for clarification.

REMEMBER

**SAFETY PREVENTS INJURY, PAIN, AND LOSS OF
PRODUCTIVITY!!**

UNDERSTAND SAFETY...

THINK ABOUT SAFETY.

GENERAL SAFETY RULES

The following safety rules must be followed at all times by all employees of Contractor's Clearing House, Inc., Inc. and Coastal Temps.

- 1 Prior to beginning any task, understand the safety considerations the task requires and take any and all necessary precautions.
- 2 Never attempt to perform a task if you do not know how to perform it safely.
- 3 All work areas must be kept clean, orderly, sanitary, and free of hazards at all times.
- 4 No employee may use tools, equipment, or machinery unless they have been trained to do so.
- 5 All employees shall correct any unsafe condition or practice promptly to the extent of their authority.
- 6 Any employee who observes an unsafe condition or practice, but does not have the authority to correct it, shall promptly report it to a supervisor with the authority to correct it.
- 7 No practical jokes, scuffling, contests of strength, or any other form of horseplay or rough-housing will be permitted at any time.
- 8 Only clothing and shoes appropriate to the nature of the job may be worn.
- 9 The use of intoxicating alcohol or drugs on the job or reporting to work under the influence of intoxicating alcohol or drugs is prohibited.
- 10 The use of prescription or non-prescription over-the-counter medication that may impact an employee's ability to work safely must be reported to supervisory personnel.
- 11 All accidents, injuries, damage to property or equipment, and near-misses must be immediately reported to the person in charge.
- 12 All employees are required to cooperate in the investigation of accidents, injuries, damage to property or equipment, and near-misses.
- 13 No employee shall go to a physician or other medical practitioner for the treatment of any on-the-job injury without reporting such injury and receiving authorization from a supervisor or designated person.
- 14 All employees are required to attend safety meetings called by their supervisors.
- 15 If protective equipment is required for a specific job or task or in a specific work area, employees must wear the required protective equipment.
- 16 Any deficiencies in required protective equipment must be immediately reported to a supervisor.
- 17 Employees will abide by all warning signs and labels.

- 18 Removing or defacing warning signs is prohibited.
- 19 Employees are required to enter and exit work areas only through designated entries and exits.
- 20 Only authorized personnel are allowed in work areas.
- 21 Specific safety rules for departments, work areas, sites, or industries must be followed.
- 22 Tools, equipment, and machinery must be used only for their intended purposes.
- 23 Tools, equipment, and machinery must be in good repair at all times.
- 24 No chemical may be used for anything other than its intended purpose.
- 25 No employee may use any chemical they have not been trained to use safely.
- 26 Smoking is allowed in designated areas only. There are no exceptions.
- 27 No employee shall work alone in an area where it is dangerous to do so. Violation of safety rules, policies, or procedures will result in disciplinary action up to and including the possibility of termination of employment.
- 28 In the absence of a specific safety rule, policy, or procedure, employees are required to follow the instructions of supervisors or maintain proper standards of safety for their own protection and that of others.
- 29 All employees are required to attend safety meetings called by their supervisors.
- 30 No employee shall operate a machine unless a guard or method of guarding is in place, in good working order, and operative.
- 31 When a machine is oiled, adjusted, repaired, cleaned, maintained, or cleared of jams, the employee performing will stop the machine and use proper lock out/tag out procedures unless the machine is so equipped that it prevents the possibility of hazardous contact with moving parts.
- 32 No employee will be allowed to lift, move, or transfer any material, object, or equipment without following proper safety procedures.
- 33 No material will be stored, stacked, or placed where it will be a hazard or will hamper the movement of personnel, machinery, safety devices, or fire fighting equipment or block passageways, stairs, or exits.
- 34 No employee shall work in an area where there are known hazards without assuring that proper precautions have been taken.
- 35 All employees must be aware of the location of emergency exits.
- 36 All employees must be aware of the location of fire extinguishers and know how to use them.
- 37 All employees must be aware of the location of first aid equipment, supplies, and/or stations.

- 38 When machinery or equipment is being maintained, serviced or repaired, employees not involved in the procedure shall stay clear of the area unless their job requires them to be there.
- 39 Employees shall exercise caution to avoid distracting others in any situation where such a distraction could result in an accident or injury.
- 40 Seat belts must be worn at all times when traveling by vehicle on company business.

GENERAL INFORMATION

All employee of Contractor's Clearing House, Inc., Inc. and Coastal Temps will be required to attend a General Safety Orientation conducted by a person or persons designated by Contractor's Clearing House, Inc., Inc. and Coastal Temps and agree to abide by the general safety rules, policies, and standards established by Contractor's Clearing House, Inc. and Coastal Temps. Because, as a leased or temporary employee, you will perform your actual work for a client company, you will receive further safety orientation and training that will include specific standards of the industry or type of business you are working in as well as emergency procedures particular to your workplace. You are required at all times to follow all safety rules and procedures of the business and industry in which you are working. If you do not know or understand a safety requirement, ask your on-site supervisor before you proceed.

WORKING IN UNFAMILIAR AREAS

At every new job, and in many industries, including the various construction trades, workers may be required to move from site to site or may be temporarily assigned to an unfamiliar work area. Prior to commencing work in an unfamiliar area, consult your on-site supervisor for the following information:

- Special instructions
- Restrictions
- Permits required
- Environmental protection
- Potential hazards in the work environment, including unexpected liquids or vapors
- Location of emergency alarms, emergency equipment, first aid supplies, and evacuation routes

PROTECT YOURSELF BY KNOWING IN ADVANCE WHAT TO EXPECT

EMERGENCY RESPONSE

No matter where you work or the nature of the business you work in, you could be involved in an emergency. Aside from a fire at your workplace, your location could be threatened by a natural gas leak or chemicals could be spilled on your company's premises by a passing vehicle. For your safety, that of your coworkers, customers, and others in the area, you must know what to do in an emergency.

MEDICAL EMERGENCY / FIRST AID:

First Aid kits are available at your work site. Know their location and contents, before you ever need them! Most employers utilize 911 service for jobsite injuries. If they job site is not close to 911 services, it is necessary to have personnel on site who have been trained in first aid, cardio-pulmonary resuscitation, and the Heimlich maneuver. If you are not required to have this training, find out who in your workplace, has such training.

In emergency situations where the nature or severity of an injury requires more than first aid, contact your supervisor immediately.

Report not only all injuries, but also all hazardous material exposures to your supervisor immediately so proper medical personnel can be summoned if necessary.

FIRE EMERGENCY

The potential for fire exists in every workplace. Every worker in every business is required to know and follow established procedures for fire protection.

Fire alarms, fire extinguishers, fire hydrants, safety showers or stations, etc. shall be clearly marked and kept free of obstructions at all times.

ALARMS

You must know:

- ☒ The location of the nearest fire alarm, or if on a construction site, the established means of contacting emergency response personnel.
- ☒ How to activate the alarm or contact emergency response personnel.
- ☒ The emergency phone numbers, if any, of the site and of outside emergency response personnel.
- ☒ The physical address of the site. The proper exits and rally points.

FIRE EXTINGUISHERS

You must know:

- ☒ The location of the nearest fire extinguisher.
- ☒ How to operate it.
- ☒ The type of fire it should be used on. Check the label!

TYPES OF FIRE EXTINGUISHERS

TYPE A - Green Triangle - for combustibles, such as wood, paper, PVC

TYPE B - Red Square - for grease and oil

TYPE C - Blue Circle - for electrical fires

TYPE ABC - dry chemical extinguisher for use on any of the three types of fires

COMBUSTIBLE MATERIALS

Combustible materials, in other words, materials capable of catching fire, exist in every workplace. They must be kept away from heat sources, including but not limited to, heaters, radiators, steam lines, hot process and service lines

ACCIDENT INVESTIGATION

In order to comply with OSHA requirements, to protect the safety and health of employees, and to prevent recurrence of avoidable accidents, it is the policy of Contractor's Clearing House, Inc., Inc. and Coastal Temps to ensure that all accidents and all near-misses are investigated and corrective procedures are taken.

An accident is an unexpected event that results in or could result in bodily injury and/or property damage.

A near-miss is an unexpected incident that results in no injury or damage, but had the potential for having caused injury.

As an employee of Contractor's Clearing House, Inc. or Coastal Temps, you are required to report all accidents and near-misses to your on-site supervisor immediately.

When informed of an accident or near-miss, the on-site supervisor will conduct an investigation at once. It is vital that you cooperate in the investigation which will be done while the facts are fresh.

BACK PROTECTION OR MANUAL LIFTING SAFETY:

Almost every job requires some lifting. Whether the lifting is heavy and frequent or light and occasional, back injuries can occur from using improper lifting techniques. Many back injuries cause long term problems. Protect yourself by always lifting properly.

NEVER TRY TO LIFT MORE THAN YOU CAN HANDLE SAFELY. CONSIDER THE SIZE, SHAPE, AND WEIGHT OF THE LOAD. GET HELP WHEN NEEDED.

Lift with your legs while keeping your back straight and hold the load, even objects you may consider to be light, as close as possible before and during the lift. Turn your body-- **DO NOT TWIST WITH THE LOAD!**

Use mechanical help, such as dollies, carts, hand trucks, etc. whenever possible.

Let leverage do the work when prying.

When shoveling, keep legs bent at the knees, back straight, and hands apart.

Clear your path of obstacles and spills before you try to move the load.

Bend your knees when picking up objects at lower levels, no matter how light.

Bend your knees when working low.

Don't jump from short heights.

Split large loads into smaller ones whenever possible.

Stretch to keep muscles flexible and exercise to keep them strong.

SLIPS, TRIPS, and FALLS:

In every workplace there is a danger of slipping, tripping, or falling even when walking and/or working surfaces are flat and not generally regarded as hazardous. Take appropriate precautions to protect yourself and others.

Keep your walking and working areas clean and free of obstacles.

Immediately clean up spills and use "Wet Floor" signs when necessary.

In areas when wet floors are common, such as the dish room in restaurants, use appropriate floor mats or other protective floor coverings.

Wear shoes appropriate to the task and the walking surface.

Keep the area around stairs and ladders clear.

Immediately sand or salt icy walk areas in the vicinity of your workplace.

Do not run, except in an emergency.

Do not carry a load you cannot see over or around regardless of its weight.

Inform others when you are walking behind them.

Avoid looking backwards or sideways while walking forward.

Mark unavoidably irregular walking areas, such as unexpected steps or bumps.

FALL PROTECTION:

Workers are required to use appropriate systems, procedures, and equipment as protection from falls on all walking and working surfaces four (4) feet or more above lower levels for construction.

Fall protection consists of personal fall arrest systems including safety harnesses, shock absorbers, lanyards, lifelines and anchors, guardrails, covers, and safety-net systems.

The fall protection anchors and components must have a 5000 pound strength rating.

Fall Arrest Systems must be installed to limit the maximum arresting force to a worker to:

1800 pounds with a body harness.

Roofers on Low-pitched roofs ten (10) feet or higher shall be protected from falling by guardrail systems, safety-net systems, personal fall arrest systems, or warning systems.

Roofers on Steep roofs with a slope greater than 4 in 12, vertical to horizontal, shall use only guardrails with toe boards, safety-nets, or personal fall arrest equipment. No equipment can be stored within six (6) feet from the edge of the roof except behind a guardrail.

Guardrails must consist of top and midrails with toe boards or screen, if required, to protect people below from falling objects. Top rails must be between 39" and 45" from the floor and able to withstand 200 pounds applied outward or downward. Midrails must be able to withstand 150 pounds and toe boards 50 pounds.

Workers exposed to Wall Openings less than 39" from the floor must be protected by guardrails, safety-nets, or personal fall arrests.

Floor Covers must be secured from movement and able to withstand twice the expected loads. Holes and Covers must be appropriately labeled.

Skylights are considered floor holes and covers, guardrails, and personal fall arrest systems must be used.

LADDERS:

The safe use of ladders is vital to safety. Observe the following rules whenever the use of a ladder is necessary:

Never use chairs or other furniture in place of an appropriate ladder.

Inspect every ladder before using it. Do not ever use a defective ladder.

If it is necessary to place a ladder in or behind a doorway, barricade the area and post warning signs on both sides of the door.

When ascending or descending a straight ladder, hold on with both hands.

When ascending or descending a step ladder, hold on with at least one hand.

Keep both feet on ladder rungs. Do not reach out too far.

Face a ladder when working from it. Use fall protection if you must face backwards.

Do not allow more than one person on a ladder unless the ladder is designed for more than one person.

Do not use metal ladders around electrical lines or services.

Use type I ladders rated for 250 pounds as a minimum. Use stronger ladders as necessary.

Ensure that all four feet of a step ladder are spread and locked in place prior to ascending it.

Never stand on the top of a step ladder.

Remove equipment from ladders before moving them.

Do not work more than three (3) rungs from the top of a straight or extension ladder.

Ensure that straight or extension ladders are appropriately placed and overlap a minimum of three (3) rungs.

Do not take extension ladders apart and use the sections separately.

When an extension ladder has had a section raised or lowered, check to see that it is locked in place.

Ensure that straight or extension ladders are adequately tied or held.

Change positions of ladders as frequently as necessary to avoid overreaching.

SCAFFOLDING:

Do not use or work on scaffolding unless you have been trained to do so.

TOOLS:

HAND TOOLS:

In all industries, the proper use of tools is important to both efficiency and safety.

Use tools only for the job they were designed to do.

Keep all hand tools in good condition, cleaned, sharpened, oiled, dressed, etc.

Keep tools that are subject to impact, such as chisels, star drills, and caulking irons, that tend to "mushroom" dressed to avoid flying debris.

Do not force tools beyond their capacity.

Ensure that you use the appropriate sized tool for the task.

Ensure that sharp tools are kept in appropriate holders when not in use.

Use tool holders when driving stakes or wedges and when holding star drills, bull points, and similar tools.

Never carry pointed or sharp tools in pocket unless they are in a protective holder.

Hand sharp or pointed tools to others by the handle.

Inspect tools that have been dropped or banged prior to reuse.

POWER TOOLS:

Loose clothing, long hair that is not secured, rings, and other jewelry should not be worn when operating power tools.

Do not operate any power tool you have not been trained to use.

Secure material prior to using a power tool on it.

Examine power tools prior to use to ensure that there are no damaged parts, loose fittings, or frayed electrical cords.

Portable electrical tools and equipment must be grounded unless double insulated.

A grounded fault circuit interrupter must be used when working outside, in a damp area, or as otherwise required.

Prior to adjusting, servicing, or repairing power tools ensure that they are unplugged from the power

source and air lines are deactivated and bled. Use Lockout/Tagout procedures if required.

Power tools must be shut off and brought to a complete stop before removal of waste.

Interlocking devices must be in working order and never bypassed.

All power tools must be used with the correct shield, guard, or attachment as recommended by the manufacturer.

Any pneumatic hose exceeding 1/2 inch in diameter must have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.

Power tools must be used only for their intended purposes.

Fuel powered tools may not be used inside a building without appropriate ventilation and noise control.

Power tools may not be used in areas where flying debris could cause injury to coworkers.

PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

For some positions and some duties, suitable protective equipment to minimize the risk of physical or chemical hazard such as protective clothing, eye protection, hearing protection, specific types of gloves, hard hats, face shields, respiratory equipment, or foot or toe protection is required.

Eye protection and face protection must be worn when there is a hazard associated with flying particles, molten metals, certain chemicals, vapors, radiation, including light radiation from welding, and in some other circumstances.

Head protection, or hard hats, must be worn when there is a danger of head injury from falling objects or electricity.

Hearing protectors must be worn where noise levels exceeds 90 D.B.A. or where exposure to 85-90 D.B.A. exceeds eight (8) hours per day.

Hand protection, which generally consists of suitable gloves, is required to prevent absorption of chemicals, cuts and abrasions, punctures, burns, the passage of blood borne pathogens, and in certain other circumstances unless the wearing of gloves would increase the hazard.

Foot or toe protection is required where there is a danger of falling or rolling objects, stepping on sharp objects, or when doing mechanical, electrical, or certain types of construction work.

Other types of personal protective equipment such as respirators and special clothing may be required when working with certain chemicals and in other circumstances.

If special equipment is required, it will be provided to you by the company. When personal protective equipment is required, it must be worn and maintained in good condition.

If you are required to wear personal protective equipment, you will be given training in its use and you will be required to demonstrate your understanding of the need, usage, maintenance, and limitations of the equipment.

Even when personnel protective devices are not required, common sense and appropriate caution must be used. Loose clothing, jewelry, or other loose items must be tied back, tucked in, or secured to prevent injury. Clothing and shoes must be appropriate to the nature of the work.

HAZARD COMMUNICATION

In virtually every industry and/or business, there are chemicals in the workplace that have the potential for causing harm to workers if they are not properly used or stored. Chemicals in the workplace vary widely from industry to industry and can include substances as routinely used as cleaning and disinfecting agents, adhesives, paints, solvents, and even copy machine toner.

Your on-site employer is required to identify and list every chemical used in connection with the work. They will provide you with information and training on safe use, storage, and disposal, including precautions you should take, and any other pertinent information.

For each hazardous chemical, your on-site employer will have a Material Safety Data Sheet, commonly called an MSDS, that describes the chemical properties and potential physical dangers of the product, the safe handling, storage, and disposal methods, as well as any protective equipment required for its use, and emergency response techniques.

MSDS's may be posted on a bulletin board or contained in a file or manual at your work site. Become familiar with them and follow any and all precautions they contain at all times.

HAZARD IDENTIFICATION & CONTROL

In addition to chemicals that have the potential for causing harm, in virtually every workplace there are other types of hazards with the potential for causing injury or harm to employees. The number and type of potential hazards varies by not only the nature of the industry, but also by the physical lay-out of the location where the work is performed. Restaurant workers, for instance, should be aware of the potential for bumps and cuts as well as slips and falls on wet floors, while construction workers should be aware of the potential for falls from ladders or scaffolding as well as hand injury from the use of tools. Similarly, employees working in locations with stairs should be aware of the potential for falls they could cause, while those working in confined spaces should be aware of the associated hazards.

While Contractor's Clearing House, Inc. and Coastal Temps will assist employees in recognizing known hazards associated with the type of work or the physical location, your on-site employer will provide you with the specific information you need to recognize hazards in the workplace to which you are assigned and provide you with the necessary training so that you can take the appropriate precautions to prevent injury or harm.

All work areas must be inspected at the beginning of each shift or workday to ensure safe conditions and at the end of each shift or workday to ensure that all potential hazards have been corrected.

**DO NOT WAIT FOR AN ACCIDENT OR INJURY BEFORE
LEARNING THE POTENTIAL HAZARDS OF ANY CHEMICAL
YOU USE AT WORK**

SECONDARY CONTAINER LABELING

Many chemicals used in the workplace are purchased for convenience and economy in large containers and are then transferred to smaller containers for actual usage. These smaller containers are called "secondary containers." The original container a chemical products comes in must be labeled by the manufacturer with information about the contents and necessary precautions. Whenever a chemical is transferred to a secondary container, that container must also be labeled to prevent harm from improper use.

ALWAYS CHECK THE LABEL ON ANY CONTAINER PRIOR TO USING ITS CONTENTS. DO NOT EVER USE THE CONTENTS OF AN UNLABELED CONTAINER.

LOCKOUT/TAGOUT PROCEDURES:

In order to ensure the safety of workers who perform work on equipment or machinery where the unexpected start-up, or release of stored energy could cause injury, the following procedures must be followed:

NOTIFICATION:

Prior to starting work, notify those who will be affected by the shutdown of the equipment.

DETERMINATION OF ENERGY SOURCES:

Identify all isolating devices to be sure which switches, valves, and devices apply to the equipment to be locked or tagged out.

Pay particular attention to:

Multiple energy sources.

Residual energy.

Remote start-up equipment.

SEQUENCE OF LOCKOUT/TAGOUT PROCEDURES:

Verify that all affected employees have been notified that Lockout/Tagout procedures are going to be utilized and the reasons why.

Ensure that the machine or equipment is turned off.

Isolate the machine or equipment from energy sources by isolating switches or valves or unplugging it for electrical service if appropriate.

Dissipate or release stored energy utilizing the appropriate method for the machine or equipment.

Lock out the energy isolating device to prevent accidental engagement.

Affix the appropriate danger tag to the lock or switch.

If more than one person is involved in work on the equipment, each shall lock and tag the equipment.

Test to see that the equipment will not operate or accidentally engage by trying normal operating controls.

If the equipment will not operate or accidentally engage by normal operating controls, the equipment has been successfully locked out and tagged out.

Any person who attempts to operate locked out/ tagged out equipment or who removes the tags without

authorization is subject to immediate disciplinary action up to and including termination of employment.

RELEASE FROM LOCKOUT:

After work has been completed and the equipment is ready to be returned to normal operation, check the area to ensure that no unauthorized personnel are in the area.

Remove all tools and equipment and reinstall all guards prior to removing locks and tags.

Locks and tags may be removed only by the persons who installed them.

Operate the energy isolating devices to restore energy to the equipment.