**Sample Safety Manual**

Meat Processing

**Introduction**

This manual contains safety policies designed to control risks associated with operations at **(Insert company name)** and provide the safest possible work environment for our employees. While this safety manual is intended to be comprehensive, it is impossible to cover every scenario, therefore if you have questions regarding a specific task contact your supervisor who can provide guidance.

The best ambassadors of our safety program are those performing the jobs daily. If you observe a safety issue or have a suggestion that could improve the safety measures outlined in this document, please speak with your supervisor. It takes the dedicated effort of the entire team to prevent workplace incidents.

Incidents are the result of unsafe conditions, acts or practices. Many incidents are caused using unsafe equipment, tools used in an unsafe manner or failure to follow safe work practices. Therefore, the implementation of a comprehensive safety program is critical to maintaining a safe work environment for all employees. To ensure a safe work environment, it is imperative that we strictly enforce our policy. Violations of safety policies and procedures could result in disciplinary action, up to and including termination. If you have questions and/or need additional information regarding the contents of this manual, you should speak with your supervisor or their predetermined designee immediately.

**Safety policy statement**

Providing a safe work environment for **(Insert company name)** staff is of the utmost importance. The goal of our safety policy is to provide guidance on how to avoid risks associated with the jobs performed by our employees. It is impossible to provide guidelines for every situation; therefore, we depend on you, our staff, to make safe choices in your daily work. Our success depends on everyone performing their job in the safest possible manner.

**Safety is a team effort**

# With any great team, each member must know their role and how to perform it well to achieve success. The same is true for safety teams.

1. **Management’s responsibilities:**
   1. Periodic inspections of work site locations
   2. Ensure that prompt preventative and corrective action is taken on unsafe conditions or activities.
   3. Ensure that all accidents are investigated and reported.
   4. Review reports of accidents and ensure appropriate corrective actions are taken.
2. **Supervisor’s responsibilities:**
   1. Promote safety awareness and demonstrate a proper safety attitude by example.
   2. Train all employees in the safest way to do their jobs and point out where hazards exist.
   3. Make sure that the necessary safety equipment and protective devices for each job are provided and properly used.
   4. Conduct frequent safety inspections of all work areas and operations to improve housekeeping and eliminate unsafe conditions while encouraging safe work methods.
   5. Take prompt corrective action whenever unsafe conditions and unsafe actions are observed.
   6. Investigate and report to management all accidents and incidents involving company personnel or property.
   7. Review work change practices and newly purchased equipment for potential risks being introduced into the operations.
   8. Inform employees regarding disciplinary policy for violations of safety policies and take appropriate action when warranted.
3. **Employee’s responsibilities:**
   1. Follow company safety practices, policies, procedures and specific supervisor instructions.
   2. Report unsafe conditions and practices to the supervisor.
   3. Always keep work areas clean and orderly.
   4. Operate only equipment you have been authorized and instructed to safely use.
   5. Report all accidents and incidents immediately to the supervisor and complete an accident report as soon as possible.

**What to do if an incident occurs**

While every effort is made to avoid incidents, it is important to know what to do if one should occur. Acting quickly and getting the injured employee the treatment needed, as soon as possible, can help to prevent further injury.

* Report all incidents, no matter how minor, immediately to management
* Prompt reporting ensures the employee receives proper treatment if it is required, and ensures appropriate corrective action is taken to avoid future injuries
* Perform first-aid and CPR, only if you are trained
* Follow established bloodborne pathogens procedures
* Arranging transportation and accompany the injured employee to the medical facility should be done by the supervisor
* Facilitating paperwork and answering questions of both the treating physician and injured employee should be done by the supervisor
* Incident report forms must be completed by the supervisor and injured employee as soon as possible; route as directed on the form

**Emergency action plans**

Emergency situations such as fire, severe weather, bomb threat, etc., require swift and immediate action by our employees to ensure the safety of everyone. In the event of an emergency, our staff should be prepared for the following:

Supervisor/management or designee for their respective areas will:

* Direct actions of personnel
* Know the location of fire extinguishers
* Know who is first-aid and CPR trained
* Identify individuals who need special assistance during evacuations and plan to ensure their safety
* Familiarize employees with evacuation route
* Ensure the building is clear and account for personnel after building evacuation

**Fire evacuation:**

* Turn off nearby equipment and walk to the nearest exit, when the fire alarm sounds and if it is safe to do so
* Assemble away from the building at the designated assembly area
* Remain outside until the all-clear is given by responding fire personnel
* The supervisor or their designee will account for all individuals

**Severe weather:**

* Stay inside the building
* Proceed to the appropriate designated shelter when directed

**Bomb threat:**

* Bomb threats must always be taken seriously
* Document as much information as possible
* Report the incident immediately to the supervisor
* The supervisor or the authorities will determine if the situation warrants evacuation; if called for, follow the procedures used for a fire evacuation

**Recordkeeping**

Documentation is a critical component for maintaining a safe working environment. The following records are retained in personnel files:

* Employee training records
* Certifications
* Incident reports
* Hazard identification and corrective actions
* Signed acknowledgments
* Equipment inspection/certifications

**Violence in the workplace**

It is the policy of **(Insert company name)** that violence or the threat of violence, even in a joking manner, is not appropriate and subject to disciplinary procedures, up to and including termination.

Employees are to report any acts or threats of violence to their supervisor immediately. Report the behavior or threats made, give facts of where and when the event occurred, what was said and include any witnesses.

Anyone who observes a weapon on the premises is required to report it to the supervisor immediately.

**Biological exposure control plan**

Within the scope of your job, you may encounter blood or other bodily fluids that have the risk of transmitting blood and/or airborne diseases. Always wear personal protective equipment (PPE) if it is necessary for you to be in contact with blood or other body fluids. For more information on biological exposures, visit www.CompSourceMutual.com.

**Ergonomics**

**(Insert company name)** has an Ergonomics Program to educate and train employees on the basic principles of ergonomics and proper body mechanics. The program includes written guidelines to prevent musculoskeletal injuries caused by exertion, repetitive motion or sustained posture; these include back injuries, sprains, strains, carpal tunnel syndrome or other cumulative trauma disorders.

Depending on the physical demands of a particular job, changes in the work area or procedures may need to be changed to minimize the risk of a cumulative trauma injury. It is important to request an ergonomic evaluation if you believe your work area or procedures need to be changed. Once the ergonomic evaluation is complete, modifications identified should be implemented. It is important that employees follow the recommendations and modifications to help prevent a cumulative trauma injury.

**General policies for all operations**

* Employees should perform their job tasks in a safe manner, speak with your supervisor if you have any questions regarding safe work practices
* Illness or extreme fatigue may impact your ability to perform your job safely; it is the employee’s responsibility to monitor their well-being and ensure they are physically able to perform their job tasks safely
* Horseplay of any kind is strictly forbidden, and employees who willfully engage in horseplay are subject to disciplinary procedures, up to and including termination
* Clean and orderly work areas prevent injuries; take time each day to keep your work area clear of unnecessary materials, tools or equipment
* All exits and stairways should be clear and free of obstructions
* Use only approved, grounded electrical extension cords
* Extension cords are to be unplugged, coiled and stored in their designated locations when not in use
* Dispose of extension cords that show wear and tear immediately
* Follow proper lifting techniques and seek assistance when necessary
* Ensure all equipment (dolly, etc.) is in good condition before use
* Visually check equipment and machinery before use and ensure work area is clear
* Never leave machines or equipment running while unattended
* Loose clothing, long hair or jewelry should not be worn by employees working around or near moving machinery or equipment
* Use of a personal music device in the work area, including vehicles, is at the discretion of the immediate supervisor
* Smoking is strictly prohibited

**Ladders**

* Inspect ladders before every use
* Chairs, boxes or other elevated surfaces should not be used as ladders
* Maintain 3-point contact (two hands, one foot or both feet, one hand) when ascending or descending ladders; always face the ladder
* When using a step ladder, do not climb higher than the second step from the top
* When using an extension ladder, do not climb higher than the third rung from the top

**Extreme temperature conditions**

**(Insert company name)** operations may expose employees to extreme temperatures. Employees are responsible for monitoring their physical condition both on and off the job and notifying the supervisor of any condition that may impact their ability to tolerate extreme temperatures. For more information on safely working in extreme temperatures, visit www.CompSourceMutual.com.

**Hazard communication**

Chemical substances and mixtures used by the company are to be evaluated and approved before use. The associated risks with products should be communicated to employees before use and can be found by reviewing the product Safety Data Sheet (SDS). Annual training on proper hazard communication is provided with additional training as new products are introduced in the work environment. For more information on hazard communication, visit www.CompSourceMutual.com.

**Personal Protective Equipment (PPE)**

# Eye Protection

Appropriate safety glasses, goggles, or face shields shall be worn when the work may result in a potential risk of injury to the face or eyes. Safety glasses and goggles are provided by the company and employees are responsible for keeping track of and maintaining the equipment in good condition. Damaged equipment must be replaced immediately.

Some work examples where proper eye protection must be worn include exposure to:

1. Relatively large flying particles
2. Dust and small flying particles
3. Splashing liquid
4. Injurious sprays and mist
5. Injurious radiant energy

# Head Protection

Approved head protection (hard hats) must be worn when the work may result in a potential risk of injury to your head. Head protection must be worn as recommended by the manufacturer to include replacement by the stamped date. Employees are responsible for keeping track of and maintaining this equipment in good condition.

**Hearing protection**

The company has elected to implement a Hearing Conservation Program to control the risks associated with high noise levels in the work area. Approved ear protection shall be worn under all work conditions that have been determined by the company to exceed acceptable noise levels. Hearing protection shall be provided by the company and employees are responsible for keeping track of and maintaining the equipment in good condition. *For more information on the hearing conservation program visit compsourcemutual.com.*

**Foot and hand protection**

Shoes with slip resistant soles are required. Open toe and open back shoes are prohibited from all work areas.

Hand protection shall be selected based on the risk associated with the assigned job tasks. However, in operations where hand protection may cause or contribute to an injury, other methods of hand protection shall be used. Consult your supervisor regarding the proper hand protection and use. If necessary, hand protection will be provided by **(Insert company name)**.

**Outerwear Protection**

Regular work clothing will be cotton or other natural fiber. Shorts and tank top shirts are prohibited. Where required, splash aprons or coveralls will be provided by the company. Employees are responsible for maintaining their clothing and company provided gear in good condition or replacing it as necessary. Contaminated clothing or gear will be removed and replaced when the contaminants pose a health hazard.

**Cold temperatures**

Recognize environmental and workplace conditions can be dangerous. Learn the signs and symptoms of cold-induced illnesses and injuries and what to do to help workers. Employees must wear proper clothing for cold and wet conditions including layers so they can adjust to changing conditions.

Use the buddy system—work in pairs so that one worker can recognize danger signs. Drink warm, sweet beverages (sugar water, sports-type drinks) and avoid drinks with caffeine (coffee, tea, sodas hot chocolate). Risk may increase when employees take certain medications, are in poor physical condition or suffer from illnesses such as diabetes, hypertension or cardiovascular disease.

**Work Area**

Dress in warm, layered clothing for proper insulation to maintain your body temperature to prevent cold stress. Your head loses the most body heat; for extra warmth, wear a warm cap with ear flaps. Fingers, hands, toes, and feet are susceptible to frostbite with long term exposure to cold; protect them with insulated, moisture-proof gloves and boots.

**Warehouse**

Warehouse storage of meat is generally colder than processing. Storage areas are to be kept at a cool temperature to prevent the growth of bacteria; therefore, appropriate clothing must be worn in such areas to prevent frostbite and hypothermia. Generally the temperature is below 3°C or (38°F). Manual dexterity can also be affected by cold temperatures which in turn could lead to safety hazards. Proper gloves should be worn to prevent the loss of dexterity.

**Fall Protection**

Work on raised platforms, ladders or other elevated work locations creates the risk of serious injury. Appropriate fall protection in the form of railings, barriers or personal fall protection harnesses will be used anytime work is performed above normal grade or finished floor. *For more information on the fall protection program, visit compsourcemutual.com.*

**Wet Floors**

Falls represent one of the greatest sources of serious injuries. Because of the nature of the work, floor surfaces throughout the plant have the potential to be wet and slippery. Animal fat, blood, leaking pipes, and poor drainage are all major contributors to slippery floors.

Steps to prevent these events are as follows:

* Clean up blood and grease as promptly and frequently as possible.
* Provide non-slip surfaces on floors that will be wet.
* Use slip-resistant footwear.
* Keep aisles and passageways clear of obstructions and tripping hazards.
* Make sure aisles are wide enough for the intended use.
* Make sure stairs have proper handrails, that treads and risers are maintained, and that treads have a slip-resistant surface.
* Make sure that floor drains are covered by grates.

**Hand tools**

Hand tools are to be used only for the purpose for which they are designed. They will be inspected before use and replaced as required.

Tools with burrs, cracks, mushroom heads, or broken, loose or splintered handles shall not be used.

Do not leave tools on overhead work areas or other where they pose a potential risk of injury where they will fall and strike someone working below.

Never leave tools lying around where they may be tripped over or interfere with other work in progress.

Do not carry an edged or pointed tool in pockets or belts unless the point or edge is protected.

**Portable power tools**

Do not attempt to operate any power tools without proper instruction and authorization.

Never use any portable power tools without checking for both proper safeguard operation, and electrical continuity. Questionable items should be inspected and tested by qualified personnel. Always report defects or minor shocks on any piece of equipment. Any electrical equipment or cord without a ground prong intact shall not be used.

Ground fault circuit interrupters (GFCIs) shall be used in all wet locations.

Electrical cords should be protected from damage by oil or wear and not left in aisles where they may be run over by trucks or other equipment or cause a tripping hazard. Never run an electrical cord through a doorway.

**Shop machines**

Operators shall be thoroughly familiar with the safe operation of any machinery they use.

All guards must be in place before operating the equipment.

Eye protection must be worn when operating or working near machinery such as saws, drill presses, etc.

Ensure all controls are operating properly. Never bypass control devices.

Loose clothing shall not be worn by personnel who work around or near moving machinery or equipment.

Machines shall not be left running while unattended.

Any defective equipment must be reported to the supervisor, and all machinery must be stopped and locked out before making any repairs.

Appropriate Lockout Tagout procedures will be followed prior to any repair work being performed on any machinery or equipment. *For more information on the Lockout Tagout program visit compsourcemutual.com.*

**Lockout tagout**

Due to the serious risk of injury and possible death, this policy establishes the requirements necessary to safeguard employees while performing, servicing, or maintenance tasks, by the removal of energy sources (electrical, hydraulic, pneumatic, chemical, thermal and kinetic) that may cause serious injury to employees or property damage by accidental start-up of machinery, equipment, or processes. *For more information on the Lockout Tagout program visit compsourcemutual.com.*

**Meat grinders and presses**

Extremely traumatic injury and even death is a potential when employees work with grinding and pressing machinery. Equipment with moving parts can provide potential hazard from the parts themselves and excessive noise levels in the operation. All moving parts should be guarded to inhibit employee contact when in operation. Appropriate Personal Protective Equipment, including hearing protection, should always be worn. Any contact with mechanical parts should only occur when the power source to the equipment is shut off and Lockout Tagout procedures are in effect.

**Conveyor systems**

Hazards related to conveyer belts include mechanical, not operating with good ergonomic principles, loose clothing or jewelry entanglement, and failure or malfunction of safety-related control systems.

The main mechanical hazards are related to:

1. mechanical power transmission components (e.g., drive shaft, reducing gears) that can cause damage by entrapment (by a belt or on nip points), crushing or entanglement (human body entangled around a rotating part) on contact with rotating components;
2. other moving components (e.g., idlers, pulleys, belt) that can cause damage by entrapment in nip points, abrasion and burns;
3. pinching zones (e.g., feeder, skirt-board, skirt-board seal) that can cause damage by shearing and crushing;
4. moving loads that can cause damage by shearing and crushing between the load and a fixed component, or an impact;
5. moving subassemblies (e.g., ejectors, switches, transfer mechanism) that can cause damage by shearing and crushing;

**Deep Fryers**

Employees must be aware of potential for burns with conveyor moving through hot oil.

Oil and water do not mix. Pouring water or leftover ice into hot oil will result in dangerous splashing and potential burns. Do not overfill fryers with oil. Fryers with too much oil may overflow when food is added. Keep necessary equipment in a place that does not require reaching over hot oil. Use appropriate Class K fire extinguishers for oil and grease fires.

**Refrigeration system**

Ammonia is commonly used as a refrigerant gas in food manufacturing operations. Workers can be accidentally exposed to ammonia due to leaks occurring in the refrigeration systems. Exposure to ammonia can cause severe irritation to the mucous membranes, eyes, skin, and lungs. Should you detect ammonia odor in your area immediately contact your supervisor and evacuate the area to a designated meeting area up wind of the facility.

**Material handling and storage**

Employees shall evaluate the object(s) to be lifted prior to attempting the lift. Get help or divide the load and always utilize proper body mechanics when lifting.

Lifting aids such as dollies and carts should be used to move heavy or large objects whenever possible. When moving materials on carts or dollies, push rather than pull, whenever possible.

Clear the path to be traveled with the item(s) before lifting.

Gloves should be worn when handling/preparing foods. Leather/cotton gloves will provide some protection when handling rough objects

Wear appropriate non-slip close toed footwear anytime lifting material is necessary.

Carry trays of food with no more than 4 entrees at a time. Ask for help or make additional trips if necessary.

Materials should be stocked with heavier items on lower to mid-levels.

**Pallet shrink wrapping**

Wrapping loads after they have been built will maintain integrity during transit. Manual wrapping provides potential for injury in lifting the rolls of wrapping material, strain of bending and twisting, and cuts on fingers or hands.

**The use** of an automatic wrapping machine with a palletized turntable base will help prevent poor body mechanics and eliminate the need for the employee to physically handle the wrapping material.

**Forklift truck**

Due to the risks associated with working on and around forklift trucks, the company has implemented a Forklift Truck Operation Program that includes the following requirements:

* 1. Only authorized and certified personnel shall operate lift trucks.

b. Operators are responsible for attentive driving and personal awareness of their surroundings and possible changes in the work area. Seatbelts shall always be worn by the forklift operator while using the equipment.

**Pallet jacks**

**Motorized jacks**

Employee must be trained to use motorized pallet jacks. Only operate the pallet jack if you have been authorized to do so by your employer.

Review the manufacturer’s operating instructions and details on the jack’s capacity. A lift rating capacity plate should be mounted on the jack; never exceed the manufacturer's load rated capacity. Know how to use the power controls and brakes properly. Use the forks and attachments correctly. Always inspect the equipment prior to each use; never operate an electric pallet jack if it is malfunctioning. When charging the jack, use a GFCI outlet and ensure that you use precautions to avoid electric shock.

Load the jack securely to prevent materials from shifting during movement. Gradually start and stop the jack to prevent the load from slipping. Use extreme caution when you are pulling the jack; ensure that your pathway is clear and that you will not trip backwards or run into obstacles. Keep your body and your coworkers clear of the pallet jack to avoid being crushed by the machine. Never ride on a pallet jack and avoid horseplay when you are using one.

**Manual jacks**

Stack and move loads in a manner that will not block your line of vision. Always use a spotter to assist you if you cannot see around the load. If possible, push the jack instead of pulling.

**Motor Vehicle Operation**

Because of the high risks associated with motor vehicle operation, **(Insert company name)** has implemented the following requirements:

1. All employees who operate vehicles for the company must have a valid Oklahoma driver’s license, operator, commercial or chauffeur’s license as required for the equipment being operated.
2. Only employees are permitted to operate company owned equipment/vehicles.
3. Employees are required to obey all Oklahoma traffic regulations. Cost for violations of traffic laws are the responsibility of the employee. Employees convicted of two or more moving violations within a 12-month period will not be allowed to operate company vehicles.
4. Employees must report all vehicle accidents as required by city and state accident reporting procedures. Employees involved in vehicle collisions will report the incident to their supervisor or designee immediately after contacting the local law enforcement agency.

*For additional information on motor vehicle operations visit compsourcemutual.com.*

**Truck loading and unloading**

Pre-inspection checks should be completed and turned in before operating a vehicle.

Breaking the load can pose a significant risk. Unstable loads should always be restrained from moving. The heaviest items should always be loaded first; this will help keep the truck stable on the road. Loading and unloading should never be carried out on gradients steep enough to make the operation unsafe. Vehicles should be positioned on firm ground which is free from potholes or debris. Store items that will be used most at the front of the unit where you can get them easily. Stack lighter boxes on top of bigger, heavier ones.

**Safety Policy and Procedure Acknowledgment**

By my signature below, I acknowledge I have received and read the Company's Safety Policy and Procedures, and I have been given an adequate opportunity to ask questions and receive clarification of any area of the policy and procedures. I agree to abide by the provisions outlined in the company’s safety policy and procedure and understand that failure to do so may result in disciplinary action, up to and including termination of my employment.

I have received training by the company for the duties associated with my job, and I understand the potential hazards and physical requirements of these duties as well as the necessary precautions to control these hazards.

I have been informed and understand I am to report to my supervisor any incident and injury occurring while performing the duties of my job, or if in their absence, the next available senior company representative. An Incident Investigation Report must be completed and signed immediately, as is reasonable under the injury circumstances, by me after my injury.

I have been informed and understand I am to immediately report any unsafe acts and/or conditions discovered during the performance of my job duties.

Employee's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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