

CHAPMAN

S. H. O. P. MANUAL



(Safe and Healthy Operating Procedures 2.2)

FOREWORD

Every employer should have a written "plan" to **PREVENT** injury and illness. This is our plan. It is written to not only prevent injury and illness but to **ENCOURAGE** safety and health. It describes **Safe and Healthy Operating Procedures** for the work you do. It is written from the point of view that as you master your skills, trade, or profession you will increase the margin of safety. Your work is performed at client facilities, and clients expect you to provide trouble free service, keeping their plant or system functioning at a fair cost. These Safe and Healthy Operating Procedures are work skills that you provide the client. Read this manual. Make what you learn part of how you do things.

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SAFETY POLICY STATEMENT

It is the policy of Chapman that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of Chapman's management to provide safe and healthy working conditions at Chapman and client facilities and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of our company and our client's operations. It is, therefore, a basic requirement that each employee make safety an integral part of his or her regular job function by accepting and following established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Every injury that occurs on the job, even a slight cut or strain, must be reported to management and/or the Responsible Safety Officer as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's business.

CHAPMAN, INC. Safe and Healthy Operating Procedures 2.2

AGREEMENT TO PARTICIPATE

Every employer is required to provide a safe and healthful workplace. Chapman is committed to fulfilling this requirement. A safe and healthful workplace is one of the highest priorities of Chapman.

The information in this manual constitutes a written injury and illness prevention program. While Chapman cannot anticipate every workplace hazard, the following general principals should guide your conduct. To be safe, you must never stop being safety conscious.

Study the guidelines contained in this manual. Discuss the workplace situation with the Chief Plant Operator. Attend all company sponsored training and safety meetings. Read all posters and warnings. Listen to instructions carefully. Follow the Code of Safe Work Place Practices contained herein. Participate in accident investigations as requested. Accept responsibility for the safety of others. Maintain all required documentation.

By signing this acknowledgment, each employee promises to read and implement this injury and illness prevention program. If you don't understand any policy, please ask the Responsible Safety Officer.

I received a copy of the Chapman, Inc. *Safe and Healthy Operating Procedures* manual and agree to read and implement the programs and procedures described.

Signed: _____ Date: _____

Print: _____