

# Safety Program & Procedures Manual

BAKER BROTHERS INSTALLATIONS, INC.



DATE: 01/05

**Baker Brothers Installations, Inc.**

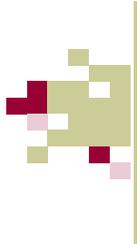
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**BAKER BROTHERS INSTALLATIONS, INC.**

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**Subject: New Hire Procedure**

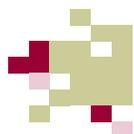
All “New Hire” employees shall be provided with the following information and personal protective equipment.

- **General Safety Rules**
- **Employee Disciplinary Policy**
- **Personal Protective Equipment**

All New Hire employees shall be requested to supply Baker Brothers Installations, Inc. with all the information contained in:

- **General and Emergency Contact Information**
- **Training Check List**

Upon completion of the above forms regarding General and Emergency Contact Information as well as the Training Check List, each employee shall sign the form titled “Acknowledgement of Receipt” — indicating that they have provided and received aforementioned items. Upon completion of these forms, this information will be maintained in the employee’s personnel file.

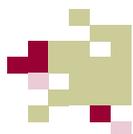


BAKER BROTHERS INSTALLATIONS, INC.

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**Subject: General & Emergency Contact Information**

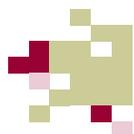
General & Emergency Contact Information		
Employee (Last, First, Middle):		
Employee SSN:		
Address:		
City:	State:	Zip:
Home Telephone: (     ) -	Cell Telephone: (     ) -	
Date of Birth:	Sex:	
Status - Single / Married (circle one)	Number of Dependents:	
Position Hired For:		
Skills:		
Emergency Contact Information		
Name (Last, First, Middle):		
Relationship to Employee:		
Address:		
City:	State:	Zip:
Does emergency contact speak English?	Yes:	No:
Home Telephone: (     ) -	Work Telephone: (     ) -	
Name (Last, First, Middle):		
Relationship to Employee:		
Address:		
City:	State:	Zip:
Does emergency contact speak English?	Yes:	No:
Home Telephone: (     ) -	Work Telephone: (     ) -	



BAKER BROTHERS INSTALLATIONS, INC.

**Subject: Training Checklist**

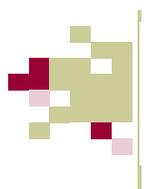
New Hire Training Checklist			
Employee Name (Last, First, Middle):			
Employee SSN:			
Supervisor Name:			
Have You Been Trained In:	Yes	No	Date
Trained in the Hazardous Communication Program?			
Trained in the Safety Program & Procedures Manual?			
Given site-specific training?			
Have You Had Prior Training in ANY of the Following Areas:	Yes	No	Date
Compressed Gas Cylinders			
Fire Protection and Prevention			
First Aid / CPR			
Fork Lifts and Scissor Lifts			
Ground Fault Circuit Interrupters			
Hand and Power Tools			
Personal Hoists			
Personal Protective Equipment			
Fall Prevention			
Sanitation			
Scaffolds			
Stairways and Ladders			
Steel Erecting			
THIS CHECKLIST HAS BEEN REVIEWED BY THE FOLLOWING AND HAS BEEN FORWARDED TO THE MAIN OFFICE OF BAKER BROTHERS INSTALLATIONS, INC.			
Employee Signature:		Date:	
Supervisor Signature:		Date:	



BAKER BROTHERS INSTALLATIONS, INC.

**Subject: Acknowledgment of Receipt**

Acknowledgement of Receipt	
<p><b>I HEREBY ACKNOWLEDGE THAT, AT THE DATE AND TIME NOTED TO MY SIGNATURE BELOW, I RECEIVED THE FOLLOWING NEW HIRE DOCUMENT AND PERSONAL PROTECTIVE EQUIPMENT.</b></p>	
Employee Name (Last, First, Middle):	
Employee Signature:	
Date:	Time:
Supervisor Name:	
Supervisor Signature:	
Date:	Time:



BAKER BROTHERS INSTALLATIONS, INC.

## **Subject: Disciplinary Policy & Procedure**

### **DISCIPLINARY POLICY**

Baker Brothers Installations, Inc. has developed a disciplinary policy to prevent unsafe work practices from developing. Baker Brothers Installations, Inc. will make every reasonable effort to insure the safety and health of all workers by enforcing the disciplinary policy. In the event any policy or procedure included in the Safety Program & Procedures Manual, is not followed or a habitual pattern exists, the worker will be disciplined using the following procedure.

**HOWEVER, BAKER BROTHERS INSTALLATIONS, INC. MAINTAINS THE RIGHT TO TERMINATE EMPLOYEES IMMEDIATELY, IF IN ITS OPINION THE VIOLATION WAS OF SUCH SERIOUS NATURE TO WARRANT.**

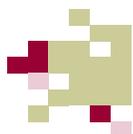
### **DISCIPLINARY PROCEDURE**

The determination that a safety violation has occurred will be made by the employee's direct Supervisor or Manager.

**First Violation**- The employee will be re-instructed by his Regional Supervisor in the safety procedure which must be followed. The employee must agree to comply in the future. A Violation Warning Notice Form describing the unsafe act will be prepared for each employee safety violation. One copy will be furnished to the employee, and one will be maintained by employee's Regional Supervisor. The original must be forwarded to the employee's personnel file.

**Second Violation**- The employee will be removed from the hazardous exposure and required to discuss the matter in detail with the Regional Supervisor and shall sign a form stating that the employee understands that a third violation will result in termination. A Violation Warning Notice Form will be submitted in the same manner as for the First Violation.

**Third Violation**- The employee's actions indicate a continuous disregard for the safety policy and procedures which have been adopted to protect employees from needless injury and/or death. The employee will be terminated, after two previous violations.



**BAKER BROTHERS INSTALLATIONS, INC.**

**Subject: Disciplinary Letter**

Disciplinary Letter	
Notice: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> Immediate Termination	
Employee (Last, First, Middle):	
Employee SSN:	
Date of Infraction:	
Supervisor Name and Position:	
Nature of Infraction: <input type="checkbox"/> Attendance (lateness and/or absence) <input type="checkbox"/> Violation of Safety Program & Procedures Manual <input type="checkbox"/> Work performance	
Details of Infraction	
Employees Remarks	
Employee Signature:	Date:
Supervisor Signature:	Date: