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**INTERNATIONAL
DECORATORS INC.**

International Decorators, Inc.

Employee Safety Packet

Safety is a core value of International Decorators, Inc. (I.D.I.). We expect and demand that all of our employees work in a safe manner and follow at a minimum the OSHA construction regulations and our sometimes stricter safety policies. The policies and best safe practices have been put in place for your protection. We value your life and well being. We want you to go home in the same condition everyday as when you arrived. We want you to enjoy your employment with International Decorators and going home safe everyday is what our culture is all about. Your loved ones count on it.

Personal Protective Equipment (PPE) Requirements.

We feel that safety starts with the hard hat. We liken it to getting in your car and fastening your seat belt. Head protection can save your life.

Hard hats are required 100%.

Work boots are required 100%

Long pants and shirts with sleeves are required 100%. No tank top style shirts allowed.

Eye protection – ANSI Z87.1 approved safety glasses or goggles required 100%.

Must wear safety glasses the way they are intended to be worn which is up on the top bridge of your nose up tight against the face.

Dust Mask - voluntary use in dusty conditions.

Half Mask and/or Full Mask organic vapor respirators are required to be worn by painters when performing any spray type applications. Also required with some painting products when not spraying. Painters must refer to the SDS to determine if an appropriate respirator is required for the product they are using. If you are unsure, then seek assistance from your Foreman, Superintendent or our Safety Director. Painters or anyone wearing a half or full mask respirator must have been fit tested, trained and medically approved to wear these types of respirators.

Gloves – Required to use appropriate hand protection when your hands are exposed to hazards such as those from severe cuts or lacerations, severe abrasions, punctures, skin absorption of harmful substances, chemical burns, thermal burns, and harmful temperature extremes. The following are examples of when I.D.I. requires hand protection. When required by the general contractor or site specific rule. Gloves are required for all employees handling metal studs and metal track. Also when handling fiberglass insulation. Nitrile coated or dipped gloves required when handling Thermafiber type insulation. PVC coated type gloves are required when handling corrosive liquids or materials. All employees working with unfamiliar products need to review the SDS for the products you are using to check the glove requirements. Your supervisor has the authority to require gloves and other PPE as deemed necessary for your protection.

Hearing Protection - is required when noise levels exceed OSHA acceptable levels. Examples of when you are required to wear hearing protection are when you are using a chop saw to cut steel studs for more than 2 hours in an 8 hour period, whenever using a partner saw, fastener gun tools unless the fastener tool is on a pole extended a safe distance away from your hearing, when the work environment has unusually high noise levels such as someone jack hammering in your area, etc. You must check your tools operator's manual of the various power tools you are using for the hearing protection requirements and follow those requirements.

Face Shield – you must always wear safety glasses under a face shield. Face shields are required whenever using a chop saw and gas partner saw. Face shields shall be worn whenever a tool or process requires one to be worn. Examples of situations when a face shield shall be worn are when sparks are flying toward you while cutting steel & when there is a chance debris could strike you on the face or eyes. You must check your tools operator's manual for face shield requirements and follow those requirements. There are also other procedure specific situations which could require a face shield such as overhead grinding, etc.

Hazard Communication

Working with chemicals/ paints/ adhesives/ taping compounds/ drywall/ and related products. You as an employee have the “Right to Know” about the chemicals in the workplace that you are exposed to. If you are working with a product, especially one that you are unfamiliar with, you need to read the label and review the Safety Data Sheet also known as the (SDS). The SDS tells you the chemical's identity, hazards and health effects and how to protect yourself. Our company has an SDS for every chemical we use in the workplace. If you don't know where the SDS are kept, see your Superintendent or Foreman. You must follow the SDS requirements for your personal protection.

Accident/Injury Reporting

All accidents and/or injuries that occur due to your employment, no matter how slight, must be reported *immediately to your Foreman, Superintendent and/or our Safety Director*. We need for you to report the incident for the following reasons: so we can help you get timely and quality medical care; so we can assist you in your recovery; and so our Safety Committees can review how and why the accident occurred so we can develop corrective measures to prevent a reoccurrence of the event to another employee. All I.D.I. employees involved in an injury that requires medical care are required to submit to a post accident drug and alcohol test. There are also times when an injury did not occur but the employee involved in an accident will be required to submit to a drug and alcohol test as that may have contributed to why or how the accident occurred. All accidents are thoroughly investigated. Should you sustain an injury or illness outside of your employment with I.D.I. and you report it as being work related, we will report you and your claim to the Illinois Workman's Compensation Fraud Unit. Fraud claims hurt our whole industry. They cause companies insurance rates to skyrocket. Keeping our insurance premiums lower by only paying for the claims that we should be paying for benefits all of our employees. We are then able to bid work more competitively to help retain more work to keep our employees working. Should you have knowledge of an employee submitting a fraudulent claim, you are strongly encouraged to discuss this with our Safety Director.

Restricted Duty

Should you sustain a compensable work related injury, our goal is to assist you in getting back to work as quickly as possible. We are very pro-active in providing you light or restricted duty whenever possible. Should you be offered restricted duty work within the doctor's restrictions and you choose not to perform it, you will not be paid benefits or hourly wages from I.D.I. or our worker's compensation insurance carrier. We feel the restricted duty program is a win/win for everyone involved. Restricted duty provides the injured worker with transitional work to allow the injured worker to heal and maintain the same financial life style as prior to the injury. It also gives the injured worker a sense of belonging as you are still contributing to the company.

Electrical Hazards

Your electrical cords must be maintained in good safe condition. You must inspect your cords daily before using them. You must immediately remove your electrical cord or electrical tool from service should your cord have any of the following problems: if your cord insulation becomes broken and you can see the inside colored wires, any exposed wires, missing or damaged ground prongs, your cord or tool is shorting out or any malfunctioning of the device. Your extension cords and tools shall be in compliance with our Assured Grounding Conductor program. Use ground fault circuit interrupters (GFCI's) whenever possible. Do not lay cords in water or use in extremely wet conditions. Stay a minimum of 6' from exposed electrical panels. Report exposed electrical panels to your Foreman, Superintendent or Safety Director immediately. Always assume that exposed electrical panels are live and energized unless proven otherwise by a qualified electrician. Electrical panels shall be covered with an approved cover or guarded so that employees cannot come into contact with them. Cardboard is not an approved electrical panel cover. Only de-energized or appropriately covered electrical panels are safe to work around.

You must maintain a minimum distance of 10' from power lines. If there are power lines in your work area, report this immediately to your supervisor so we can develop a safety plan.

Ladder Safety

We only allow use of wooden or fiberglass ladders. No metal or aluminum ladders are allowed as they conduct electricity. Ladders must be inspected daily before use. Look for cracked rungs and side rails. Ladders should be free of splinters, grease, oil, liquids, etc. Ladders should be in good safe condition and have good footings. You shall always face the ladder and have 3 points of contact with the ladder when climbing. Either one foot and two hands or two feet and one hand touching or holding the ladder. Only one person on a ladder at a time. Ladders shall be used on firm level ground. Do not try to move a ladder while on it. If you need to get materials and equipment moved to another elevation, do not try to carry these items up and down the ladder while climbing, you should use a hoist rope.

Step ladders – never use in the closed position such as leaning against a wall. Step ladders are to only be used in the fully open position with the spreader arms fully extended and locked in place. No standing on the top 2 steps of step ladders.

Straight ladders and Extension ladders – should use a 4:1 pitch ratio. For every 4 feet high, your ladder should be 1 foot away from the structure. If using a straight ladder or extension ladder to gain access to another elevation, the ladder must be secured to

prevent movement or tipping. Ladder shall extend at least 3' above your landing level. Do not stand on the top 3 steps of these types of ladders.

Never use a makeshift device in place of a ladder. You are prohibited from standing on 5-gallon buckets, chairs, or other unstable objects to increase your work height. Don't use scaffold end frames in place of a ladder. If you need a ladder, get a ladder.

Scaffold Safety

All scaffolding must be inspected daily before use. If any scaffold is not in good safe condition, report it to your Foreman, Superintendent or Safety Director, as it shall not be used until the conditions are fixed, repaired or abated. Only qualified and trained employees are allowed to erect and work on scaffolding. If you are inexperienced with scaffolding and you are asked to erect it or work on one, notify your Foreman/Superintendent and/or our Safety Director before proceeding.

Inspection & Use:

- The scaffold must be in accordance with manufacturer's recommendations.
- The scaffold shall be made of stress-grade lumber or strong metal.
- It must be able to support four times its maximum intended load.
- Footings must be sound and rigid and on firm level ground.
- Scaffold shall be plumb and level.
- Wheels shall be locked when scaffold is in use.
- Outriggers shall be installed on free standing scaffolds which exceed 4 times their minimum base width vertically.
- Scaffold shall have guardrails for fall protection when employees are exposed to falls of 10' or more to a lower level.
- There must be a safe way to get on and off the scaffold. Do not use cross braces as a means of access and egress!
- All cross/support braces must be properly installed and in place.
- Safety toggle connector pins, clips and locking mechanisms shall be installed and operating correctly.
- The level employees are working on must be fully planked or decked and must use scaffold grade materials.
- Your amount of tools, materials, and debris on the scaffold shall be kept to a minimum.
- Tools and materials shall be removed from the scaffold at the end of each day.
- Keep the area around and under the scaffold clear and free of debris.
- The area around the scaffold should be barricaded or caution taped off to keep unauthorized people from walking under it.
- Toe boards shall be used if there are workers working below the scaffold which could be struck by falling objects.
- Outdoor scaffolds shall not be used in bad weather. (high winds/storms/snow rain)
- Slippery scaffold platforms should be sanded.
- Personal fall arrest systems with full body harnesses shall be used when working on a scaffolding 10 feet or more above a lower level when guardrails aren't feasible.

Mobile Baker Scaffolds - additional guidelines

To help ensure your safety while working on mobile baker scaffolds, follow these best safe work practices to help prevent you from getting injured:

- Inspect your scaffold before each use. Look for cracked welds, cracked or worn platforms, ensure the locking pins are engaged, wheels are rolling well and in good safe condition & that the wheel brakes are working. If there are any defects with the scaffold, don't use it. It must immediately be removed from service and returned to our shop. You should report the scaffold problems to your Supervisor.
- Must use safety rails when exposed to a fall of 10' or more to a lower level.
- Must use safety rails at lower heights if required by the general contractor – check with the G.C. or your Foreman for their safety rail requirements.
- Do not place ladders, chairs, boxes or any other such objects or devices on the platform to gain additional standing height.
- Do not stand on the guardrails to gain additional standing height.
- Must use outriggers whenever you are double stacking the baker scaffolds or secure the scaffold to the structure.
- Must always lock the scaffold wheels when occupied.
- Always ensure that your platform is secure within the side arm trusses.
- Always ensure the positive engagement pins are secured in the scaffold end frames.
- Do not jump off of the scaffold. You should use the end frame access ladder for climbing on and off the scaffold.
- Know the weight your scaffold can support and don't overload it. Check the decal on the scaffold for the weight limits.
- Only use the mobile baker scaffolds for their intended use.
- Do not stack mobile baker scaffolds more than 3 sections high.

Mini-Perry Mobile Workstands

A Perry Step-Up Mobile Workstand or mini-Perry is a very handy piece of equipment that we use almost daily at various job sites. This equipment is great for increasing the employees work height and it is more mobile than larger scaffolds. It is easy to get in and out of rooms. It can be used for an employee to stand on and work from, used as a work bench and it can be used as a material cart. This equipment can be your friend but it needs to be used and maintained in a safe manner.

The following information is necessary for safe operation and use of the mini-Perry.

- Inspect your mini-Perry daily before each use. All components must be complete, functioning properly and correctly assembled. Any incomplete part, missing part, or ill-fitting part should be replaced prior to use. Inspect the welds, rungs, access ladder frames, platforms and wheels for cracks and wear & tear.
- Keep the platform free from trip hazards. Do not allow loose objects and debris to accumulate on the platform. Make sure the unit is free from paint, mud grease or other slippery or hazardous materials.
- Do not overload your mini-Perry above it's load capacity. The 4' model or SU-4 has a 500 lb distributed load (250 lbs per platform distributed load). The 5' model or SU-5 has a 600 lb distributed load (300 lbs per platform distributed load).
- You must lock the brakes on each caster before climbing onto the platforms. You should always test the brakes after locking by pushing the unit to assure the brakes are engaged.

- Never roll a mini-Perry with a person on it.
- If you choose to climb the end frame access ladders to access the platforms, keep your weight close to the end frame access ladders when climbing. Do not swing around the sides of the end frame access ladders or the unit may tip. If the platforms are placed in stair-step fashion, rather than side-by-side, they should not be placed more than one rung distance apart in vertical direction.
- Must always use 3 platforms no more than one rung apart.
- No one allowed to work above the 3rd rung.
- Always make sure the platforms are engaged within the end frame access ladder rung notches before stepping or standing on the platform.
- Do not step or stand on the platform when it is placed on the top end frame access ladder rung. Platforms on top of the end frame access ladder rung shall only be used as material shelves.
- Do no over reach. Keep your body within the framework of the mini-Perry.
- Do not try to pull or “scoot” yourself from one location to another while standing on the platforms. Step down from the platforms onto the floor, unlock the casters and then move the mini-Perry in a safe manner. Relock the casters before accessing the unit.
- Do not subject the mini-Perry to any side-load forces or impacts.
- Do not place ladders, boxes or any other objects on the platforms to increase your standing height.
- Ensure that the mini-Perry has all plastic ladder caps in place so that your fingers don’t get caught in the exposed hole openings.

Fall Protection

I hear the term *fall protection* all the time. What is it? What does it mean to me? As far as safety, the term fall protection means; protecting yourself from falling when you are exposed to a fall of 6’ or more to a lower level at a job site. How do I do this? The 2 most common ways of protecting yourself from falling are by using a guardrail or a personal fall arrest system. Your 1st choice of fall protection should be a guardrail. Why? Because a guardrail actually prevents you from falling, where a personal fall arrest system (safety harness, lanyard, choker, etc.) allows you to fall but it keeps you from hitting the ground. If using a guardrail, it shall consist of a toprail being 39” to 45” high, a midrail half way down from the toprail, stanchion posts for support and the whole guardrail system must be able to withstand 200 lbs of downward and outward force. A personal fall arrest system shall be used when a guardrail is not feasible. You must always inspect all of your personal fall arrest equipment before putting it on. Look for cuts, wear and tear, bent or cracked d-rings, snap hooks, etc. If your fall arrest equipment has any defects, remove it from service immediately and report the problem to your Supervisor. What you tie off to as your anchorage point is critical. Your anchorage point must be able to with stand 5,000 lbs of weight. Your anchorage point should be able to hold a Volkswagen hanging from a cable. Picture that the next time you are tying off. Examples of things you **should not** tie off to would be electrical conduit, ceiling grid, sprinkler pipes, non-secured items, etc. Furthermore, you should try to tie off to an overhead anchorage point whenever it is possible as this limits your fall distance. Your fall distance should be limited to 6’ or less whenever possible. If your anchorage point is far away and you need additional length and your 6’ lanyard is not long enough, you will then need to use a lifeline & ropegrab system or a retractable lanyard. You are prohibited from connecting a lanyard to another lanyard and/or snap hook to snap hook as those have been proved to fail. Fall protection needs to be planned, don’t just wing it. When in

doubt, discuss your fall protection needs with your Foreman, Superintendent or contact our Safety Director.

Hole Covers – holes larger than 2” in diameter on your walking surface are required to be covered. A hole cover shall be secured over the hole. Hole covers need to be able to support 2 x the intended load that will cross over the hole. The holes that are large enough for a body to fall through are an even more serious hazard. These types of holes need to be covered or barricaded. If you see a hole, you should report this to your Foreman, Superintendent or Safety Director so the hazard can be abated.

Overhead Hazards / Falling Object Protection

Employees cannot be exposed to overhead hazards. You need to be aware of your surroundings including what is above your head. I.D.I. has developed a **high hazard alert list for overhead hazards**. Once an employee has knowledge that one of the following overhead hazards exists or has the potential to exist, and if these hazards can affect or potentially affect our employees, you are required to report the overhead hazard to your Superintendent. The Superintendent is then required to notify our Safety Director of the hazard so we can plan for the overhead hazard to protect our employees. The following is the overhead hazard high alert list, if these hazards can affect you. (Crane on site, precast being set, structural steel installation, bar joist and metal pan decking installations, floors being constructed above our employees, roof truss installation, power lines that our employees have the potential to work within 10’ of) This list is not all inclusive of every overhead hazard that you may encounter. If you encounter other overhead hazards, report them to your Superintendent. No one can work beneath a swinging load or beneath overhead hazards without appropriate protection. Appropriate protection could be that we remove ourselves from the job site, create a controlled access zone below the overhead hazard to keep employees clear of the area, toe-boards, etc. Overhead hazards need to be planned for!

Aerial Lifts & Scissor Lifts

- Always check the lift’s weight capacity before performing work from the lift and do not overload the lift above the weight capacity. Remember to include the total weight of all people in the lift, tools, materials, etc.
- Always close the midrail chain or guardrail on all lifts as soon as you get on the lift.
- When in an articulating boom lift you must always wear a safety harness & lanyard and tie off to the manbasket anchorage point.
- Do not operate any type of lift if you have dizzy spells, are afraid of heights, have seizures, if you are on medication that restricts you from operating machinery or if you have drunk alcohol or taken any illegal drugs.
- Do not operate any lift within 10 feet of power lines.
- Always look at your path or work area prior to getting on the lift to ensure there are no pits or holes in the area which could cause tipping.
- Only operate the lift on firm level ground capable of supporting the weight of the lift.
- Do not climb on the side rails. Your feet should always be on the lift platform.
- If you are working in a scissor lift and there are overhead obstructions preventing your lift from getting you up to the needed height, you must have a qualified person assist you in a fall protection plan.

- Keep the lift clean and free of unnecessary debris.
- Always do a pre-work inspection of the lift to ensure it is in good safe operating condition.
- Always perform a pre-work test lift prior to performing work on the lift.
- Turn the lift off when in your work position to prevent accidental movement.
- Look below you and your lift before descending the lift downward to ensure no one is beneath you.
- If you have never worked in an aerial lift before or if you are inexperienced at operating an aerial lift, don't just get in the lift and start operating it, see your Foreman or call our Safety Director so we can appropriately train you.

Slips, Trips & Falls

A clean job site is a more productive and safe job site. Slips, trips and falls on the same level are one of the leading causes of work related injuries. We are in the construction business so it is rare that a job site has perfect conditions as far as housekeeping. What can we do to help with the housekeeping? We need to control the housekeeping that is within our control. We need to keep our work areas free of our own debris. We cannot allow our drywall scrap, steel stud & track scrap, spilled paint, taping mud, acoustic wire & tile debris, etc. to accumulate. This is something we can control. We need to have a housekeeping plan, whether it be to clean up our areas twice a day or as we go. Can we drop our drywall scrap directly into a gondola instead of throwing it on the ground and then picking it up later? If we can, this helps with both productivity and safety. Are our materials organized so that employees aren't tripping on them? Are other contractors materials and equipment in our work areas causing trip and fall hazards? If so, this needs to be communicated to your Foreman and/or Superintendent so we can inform the general contractor so a housekeeping plan can be developed. Please help us all out and maintain your work areas by keeping them clean and organized. Your efforts just may prevent yourself or a co-worker from sustaining an injury.

Material Handling – Back Injury Prevention

To help prevent a back injury you should exercise, practice good posture, eat the right foods and watch your weight. Check with your doctor for muscle strengthening exercises for your back. Other things you can do to prevent back injuries include using work-saving devices such as hand trucks, forklifts, drywall carts, dollies and mini-Perry mobile workstands to assist you. When you have an object to lift that is too heavy or bulky, get help! Ask a co-worker for their assistance. Remember, two backs are stronger than one. Know what to do when you have to do some lifting. Check out the object to be lifted. How heavy is the object? Is it awkward or bulky? Is it an object that you are used to lifting? Think about how you are going to grasp the load and make sure there is a clear path of travel so you won't stumble. Before you lift, stand close to the object, bend down at the knees and straddle the load, get a good grip and lift with your legs while keeping your back straight. The secret is to let your legs do the work. It doesn't have to be a heavy load; even a small, very light object lifted incorrectly can trigger a back injury. You shouldn't twist your body or torso while lifting. You should also try to position your body close to the object being lifted. Many back injuries are from reaching or extending your arms far away from your body and then lifting the object. This places more strain on your low back. Another key to back injury prevention is pre-work stretching exercises. We need to treat construction like a sporting activity. Typically, before we engage in a

sport, we warm our bodies up by stretching. Like when we play baseball, we usually warm up by tossing the ball, stretching our legs, loosening up. This warms our body up to help prevent an injury. Back injuries can be very painful and disabling. Protect your back by following the guidelines above. You're here today, we want you *BACK* tomorrow!

Stilt User Safety

Many employees choose to work on stilts when they need a little more reach up a wall or to a ceiling deck. The only employees that we allow to use stilts are our tapers and acoustic carpenters. No one is required to use stilts. Should you choose to use stilts, you need to follow the safety procedures outline below. These safety procedures are for your protection.

- Only trained and experienced personnel are allowed to work on stilts.
- Do not work on stilts without your Superintendent's approval.
- Do not loan stilts to another employee.
- Only medically fit employees without serious knee, back, balance or other medically restricting conditions are to use stilts. If you are not medically fit to use stilts safely you are advised to call our Safety Director.
- No personal modifications are allowed to the stilts. Parts such as the heel cup, straps, and shear resistant bolts must be manufacture supplied and will be provided by the company for field replacement. For other repairs, your stilts need to be removed from service and turned in to our shop for repair.
- Housekeeping is essential for your safety. You must at a minimum sweep the area you are working in to ensure there is no debris left on the floor. Do not allow debris to accumulate in the work area. Only work on a clean dry floor that is free of pits, holes, debris and materials. Stilts are not for outdoor use.
- Do not use stilts while on a scaffold or scissor lift.
- Do not walk up and down stairs while wearing stilts.
- Do not use stilts in areas by guardrails as you are placing your body above the guardrail protection.
- When mounting stilts, you should sit down on a fixed object. Do not sit on an object that can roll out from under you such as a gang box.
- Inspect your stilts before each use. Look for worn or damaged parts, worn connections, worn straps, make sure the bolts are tight, side leg supports are correctly tightened, and straps are tight. Replace damaged parts immediately. Never work on stilts that are not in good repair. Check the sole pads to make sure they have good traction. Make adjustments prior to putting on the stilts. Worn or damaged bolts cannot be replaced with just any type of bolt. They need to be replaced with specific shear resistant bolts.
- The stilt user shall take short and distinct steps, making certain that the stilts are raised clear of the floor with each step. The stride may lengthen as the wearer becomes more confident. Do not allow the action springs or shocks to bottom out.
- Only walk forward, making a "U" turn to change direction. Do not spin on a stilt as this could result in a knee injury or fall. One step must be taken through a turn.
- Do not pick up objects lower than foot level. Seek out assistance when retrieving objects from the floor.
- No stilt usage is allowed on computer floors.

- Notify your Foreman, Superintendent or our Safety Director of any unsafe conditions or hazards concerning the safe use of stilts. Do not use stilts until all unsafe conditions have been corrected.

Tool Safety

Use tools for their intended purpose only. Use tools according to manufacturer's recommendations. Always ensure your tools are clean, have no defects and are in good safe working condition. Ensure that appropriate guards are in place and being used if the tool is the type that requires a guard such as electric saws, table saws, chop saws, partner saws, etc. Ensure that all electrical cords are in good safe condition. Never use a hammer to strike another hammer. If a tool is not in good safe condition, stop using the tool immediately and report the problem to your Foreman, Superintendent, or Safety Director.

Other Safety Rules

Obey job site safety rules and signs.

Do not do a job if it is not safe. Ask your supervisor for more guidance.

Stop a co-worker if he or she is not doing something safely.

No smoking at job sites. Can only smoke outside the structure & no closer than 15' from entrances.

No head phones are to be worn for radios, CD players, IPODs, etc.

No loose jewelry.

Long hair and facial hair must be restrained to prevent it from being caught in moving equipment.

No guns, knives or other weapons allowed on job sites.

No illicit drugs, alcohol, or prescription drugs that might impair you are allowed on the job site.

No fighting, horseplay or pranks on job sites.

No visitors or other unauthorized personnel on job sites.

We do not tolerate harassment of any kind such as physical, verbal, racial, sexual, etc.

Don't tamper with or attempt to repair equipment unless you have been trained.

Report any injuries, illnesses or dangerous situations to your supervisor immediately on the same shift before you go home.

Know what to do in case of fire, tornado, or any job site emergency.

Ensure you are fit for duty.

Failure to follow the above rules may cause serious injury and/or illness. Disciplinary action, up to and including termination, will be used to assure rule enforcement. Please use common sense and think safely before you act. If you are not sure how to complete a job or task safely or have any questions, ask your Foreman, Superintendent or our Safety Director.

International Decorators - Employee Safety Packet Documentation Sheet

I have read the International Decorator's Safety Packet. My signature on this document is advising that I have read and clearly understood the information, guidelines and requirements in the safety packet and that I will abide by them at all times. I understand that these guidelines are for general purposes and that International Decorators, Inc. will provide other safety rules for specific tasks as needed. These guidelines do not cover every safety rule and policy within the company.

Employee - Print Name _____

Employee - Signature _____

Date _____

Tear this sheet from the packet and turn this in to our payroll department as this becomes part of your personnel file.