



First Coast Test & Balance, Inc.

Safety and Health Program



First Coast Test & Balance, Inc. Safety and Health Policy Statement

We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public, and preserving First Coast Test & Balance, Inc. assets and property.

At First Coast Test & Balance, Inc. our most valuable resource are the people who work for us. Injuries can be prevented. To achieve this objective, First Coast Test & Balance, Inc. will make all reasonable efforts to comply with all government regulations pertaining to safety and health issues. An effective Safety and Health Program will be carried out throughout our organization.

The Safety and Health Program will assist management and non-supervisory employees in controlling hazards and risks which will minimize employee and customer injuries, damage to customer's property and damage or destruction of First Coast Test & Balance, Inc. property.

All employees will follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees and customers. To accomplish our safety and health goals, all members of management are responsible and accountable for implementing this policy, and to insure it is followed.

First Coast Test & Balance, Inc. is sincerely interested in the employee's safety. The policy of First Coast Test & Balance, Inc. is to provide safe equipment, adequate tools and training, and the necessary protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices, which First Coast Test & Balance, Inc. provides.

Safety Education and Training Program

First Coast Test & Balance, Inc. is committed to instructing all employees in safe and healthy work practices. First Coast Test & Balance, Inc. will provide training to each employee with regard to general, acceptable, safety procedures and to any hazards or safety procedures that are specific to that employee's work situation.

Purpose of a Hazard Communication Program:

To provide employees with the knowledge and training necessary to understand and protect themselves and others from the chemicals they use. Also, to comply with the OSHA Hazard Communication Standard (1910.1200).

Training Will Occur When:

- Upon Hiring
- First Coast Test & Balance, Inc. believes additional training is warranted
- An employee is given a new job assignment
- New substances, equipment, or new procedures are introduced which represent a new hazard
- First Coast Test & Balance, Inc. is made aware of a new hazard

Training Areas:

Employee training will consist of new employee orientation, periodic group meetings, and one-on-one training. The Safety and Health training provided to employees will include:

- Employee Safety Handbook
- First Aid
- First Coast Test & Balance, Inc. Safety and Health Policy
- First Coast Test & Balance, Inc. Safety and Health Program
- Incident Reporting
- Hazard Communication
- Hazardous Material Spill Response
- Personal Protective Equipment requirements
- Emergency Procedures
- Housekeeping
- Job Specific Hazards