

Occupation Illness and Injury Prevention Program

Responsibility for Administering this Program

The person(s) responsible for implementation and maintenance of this Occupational Illness and Injury Prevention Program is (are):

Name _____
Title _____
Department _____
Phone _____
Fax _____
Address _____

The duties of the Program Administrator include:

- * Maintaining an occupational safety and health training program designed to instruct employees in general safe and healthy work practices, providing specific instructions with respect to hazards specific to each employee's job assignment.
- * Implementing periodic inspections to identify unsafe conditions and work practices.
- * Ensuring that all workplace hazards are identified, evaluated and corrected in a timely manner.
- * Communicating with employees on occupational safety and health matters and encouraging employees to report hazards at the worksite without fear of reprisal.
- * Ensuring that employees comply with safe and healthy work practices.

Note: Franchisees are independent contractors solely responsible for the manner and means of the operation of their store. In addition, each Franchisee is solely responsible for all action and non-action of his or her employees. Southland is making these materials available to Franchisees to assist them in their operations; however, each Franchisee remains solely responsible for his or her operation and for compliance with all requirements, legal and otherwise, placed upon that operation and their store. Southland, by providing these materials is not assuming any responsibility or liability for any claims of whatsoever nature which might arise from their use. Each Franchisee, in electing how to meet the requirements placed upon his or her operation, has discretion regarding the use or non use of these materials, as well as the method to implement such use. In addition, use of this material by Franchisees or their employees does not create any employer-employee or similar relationship between Southland and the Franchisee or his or her employees.

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I.

A SAFETY PROGRAM

Accidents cost money, waste manpower and resources. Accidents can cost one's life, livelihood, or ability to perform a job. Accidents cost management equipment, production and manpower. With the advent of the Occupational Safety and Health act of 1970 unsafe conditions or practices can cost management in legal penalties as well.

The first objective of a safety program is to prevent accidents which would result in death or injury, disrupt sales or damage facilities, equipment or property. If schedules are to be maintained and injuries reduced, safety must be integrated into the entire operation.

Time and money spent on accidents are wasted - they cannot be recovered. Safety can pay dividends in higher production, increased equipment life and use, and improved personnel utilization. Safety is profitable - some benefits are immediate and others are of longer range.

Immediate benefits take the form of reduction of injuries, maintenance of a safe environment, efficiency, and sustained sales. In addition, facilities are better maintained and financial resources conserved by preventing damage to property and equipment.

Intermediate benefits accrue in the development of habits that will help protect people both on and off the job; and increased sales capabilities.

Long-range benefits take the form of insurance premium reductions, better employee morale and improvement in public image.

Safety is an activity which must be planned, systematic, and continual. Everyone must actively participate, recognize their role, and organize their work. When everyone participates, a relatively accident-free environment can result.

Management has a responsibility to provide a safe place to work. The prevention of accidents can be achieved by controlling the working environment, the employees and their actions. Management can establish and implement controls, but to achieve safety, everyone and everything must be involved. People must be taught to work safely at their jobs so it becomes a natural way of doing things.

INJURY PREVENTION PROGRAM (I.P.P.)

To ensure a safe work environment for your employees, the following six requirements are recognized as elements of a successful safety program.

1. **IMPLEMENTATION.** Employers must designate and specify the person(s) responsible for implementing their IPP.

2. **HAZARD IDENTIFICATION.** Employers must establish a system for identifying and evaluating workplace hazards and that system must include scheduled periodic inspections "to identify unsafe conditions and work practices."

3. **HAZARD CORRECTION.** Employers must adopt methods and procedures for correcting unsafe or unhealthy conditions and work practices, and must ensure that such conditions and work practices are corrected "in a timely manner based on the severity of the hazard."

4. **HAZARD COMMUNICATION.** Employers must establish a system for communicating health and safety information to employees and encouraging employees to inform the employer of perceived hazards "without fear of reprisal."

5. **EMPLOYEE COMPLIANCE.** Employers must establish a system for ensuring that employees comply with safe and healthy work practices, and "such a system may include [provisions for] disciplinary action."

6. **HEALTH AND SAFETY TRAINING.** Employers must institute an occupational health and safety training program "designed to instruct employees in general safe and healthy work practices and to provide specific instructions with respect to hazards specific to each employee's job assignment." The employer must train all employees when the program is established, and thereafter train:

- * All new employees;
- * All existing employees who are given a new job assignment;
- * All existing employees whenever a "new substance, process, procedure or equipment is introduced into the workplace and represents a new hazard;" and
- * All existing employees whenever the employer learns of a new, previously unrecognized hazard.

II.

SAFETY PHILOSOPHY

Accidents and fires, resulting in personal injury and damage to property, represent needless human and economic waste which must be prevented by every reasonable means available.

Personal injuries can be prevented. The protection of human lives demands a complete and continuing effort to eliminate or reduce exposure of employees to accidental injury or to conditions adversely affecting their health.

Managers at all levels have as a primary responsibility the safety and well-being of all persons who report to them.

Each employee has an important place in the safety effort and must assume a responsibility for full cooperation in the measures taken for loss prevention.

Safety and efficient operation go hand in hand; it is our belief that a good safety performance is clear evidence of a good operation.

III.

SAFETY RESPONSIBILITIES

The prevention of accidents and injuries is basically achieved through control of the working environment and control of people's actions. Unless responsibilities for safety are assigned, there is no assurance that safeguards are implemented or enforced.

When assignment of responsibilities are made, the person given the responsibilities must be held accountable for the fulfillment of those areas of responsibility. The lack of procedures for fixing accountability is safety's greatest failing. When people are held accountable, they will accept the given responsibility. If they are not held accountable they will not in most cases - they will place their efforts on those things that management is measuring; on production, on quality, on cost, or on wherever the current management pressure is.

Supervisors, therefore, are accountable for the accidents their operation produce. The safety record of the operation that a supervisor has under his/her control *will be* considered when his or her performance evaluation is completed. Safety will be a consideration in promotions and merit raises, etc.

**GENERAL MANAGER, DIVISION MANAGER, OPERATIONS DIVISION
MANAGER**

- A. Appoint a Program Administrator to monitor and direct safety & health activities.
- B. Reaffirm support of the Safety & Health program by issuing a letter to all employees on a periodic basis.
- C. Periodically meet with the Program Administrator to determine the status of the Safety & Health Program and continually make changes to maintain its success.

MARKET MANAGER

- A. Receive and disseminate reports and/or other information pertaining to safety & health activities.
- B. Review accident investigation reports for completeness and assist Store Managers in complicated cases.
- C. Follow-up on completion of corrective actions resulting from accident investigations.
- D. Periodically meet with Program Administrator to discuss common safety & health problems and corrective actions.
- E. Monitor and ensure that safety & health guidelines are being met within the market.
- F. Assist in the safety & health training of market personnel.

FIELD CONSULTANTS

- A. Act as coordinator of safety & health for stores within their jurisdiction.
- B. Assist in training of employees in safety & health practices.
- C. Make accident investigations for lost time accidents and major non-injury accidents.
- D. Initiate required corrective action indicated by the accident investigation.
- E. Review reports of the store inspections and follow through on the status of the corrective action required.
- F. Meet periodically with Franchisees to discuss common problems and corrective actions.
- G. Initiate corrective actions and follow through on recommendations resulting from Store Managers' meetings.
- H. Arrange for posting and distribution of posters and other safety & health publications.
- I. Assist in the training of Franchisees with safety & health indoctrination and retraining.

FRANCHISEES

- A. See that unsafe conditions or practices are eliminated as soon as possible.
- B. Instruct new personnel in safety & health practices.
- C. See that all employees use tools, equipment and facilities safely.
- D. See that all accidents are promptly reported.
- E. Have a thorough knowledge of all potential hazards in the store and know how to avoid them.
- F. Maintain surveillance to make sure that the requirements and suggestions of safety & health policies are observed.
- G. Instruct employees not to take unnecessary chances.
- H. Contact the Field Consultant for assistance on safety & health matters as required.
- I. Conduct safety & health meetings with store personnel.
- J. Make informal daily inspections of the store including employee operations and physical hazards.
- K. Provide warnings for hazards identified but not yet corrected or eliminated.
- L. Conduct formal store inspections, a minimum of one inspection per quarter.
- M. Provide Field Consultant with a copy of the results of the store inspections.
- N. Maintain necessary documentation for this program.

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EMPLOYEES

- A. Workers are expected to follow safe procedures and take an active part in the job of protecting themselves, their fellow workers and the general public.
- B. All employees are required to report any hazardous conditions and/or unsafe practices to their Franchisee/Store Manager/Supervisor.
- C. Workers must also report all accidents and injuries immediately to Store Manager and/or supervisor.
- D. Read store safety materials.
- E. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition.
- F. Employees may report unsafe conditions anonymously.

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IV.

HAZARD IDENTIFICATIONS

Hazard identifications, one of the principal means of locating accident causes, help determine what safeguarding is necessary to protect against hazards before accidents and personal injuries occur. Inspections should not be limited to a search for unsafe physical conditions, but should also try to detect unsafe practices. Finding unsafe physical conditions and work practices by means of inspections and promptly correcting them is one of the best methods from preventing accidents and safeguarding employees and customers.

The identification of hazardous conditions should be completed as part of daily routines. This assures prompt identification and correction of potential loss situations. Employees are encouraged to help identify hazardous or unsafe conditions.

A formal store inspection should be made on a quarterly basis with documentation of both unsafe and safe conditions. The use of an "Inspection Checklist" will provide uniformity to inspections and also adequate documentation.

After store inspections are made and any hazardous conditions present are identified, it is important that corrective actions be determined and implemented. It must be recognized that the purpose of inspections is to identify potential loss sources for correction and/or elimination.

STORE HAZARD CHECKLIST

Store _____

Date _____

Walking and Working Surface

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Are aisleways and floors in good repair? | ☐ | ☐ |
| 2. Are floor holes, such as drains, covered? | ☐ | ☐ |
| 3. Are short or low display items away from high traffic patterns, such as, front door, register, etc... | ☐ | ☐ |
| 4. Are all water sources free of leaks or spills? | ☐ | ☐ |
| 5. Are parking lot surfaces free of pot holes, etc...? | ☐ | ☐ |
| 6. Are parking lot drains or other covers in place? | ☐ | ☐ |
| 7. Are storerooms and hallways orderly and clean? | ☐ | ☐ |

Medical & First Aid Facilities

- | | | |
|--|--------------------------|--------------------------|
| 1. Are adequate supplies available to treat minor injuries or to render First Aid? | ☐ | ☐ |
| 2. Are emergency telephone numbers posted near the telephone? | ☐ | ☐ |
| 3. Are all injuries occurring reported to the supervisor and documented? | ☐ | ☐ |

Fire Protection

- | | | |
|---|--------------------------|--------------------------|
| 1. Are fire extinguishers of the multipurpose variety? | ☐ | ☐ |
| 2. Are extinguishers fully charged and mounted in a designated location? | ☐ | ☐ |
| 3. Are extinguishers located along normal paths of travel? | ☐ | ☐ |
| 4. Are all extinguishers free of obstructions or blockage? | ☐ | ☐ |
| 5. Have extinguishers been serviced within the past year and is a dated service tag attached? | ☐ | ☐ |

Electrical Equipment & Wiring

- | | | |
|---|--------------------------|--------------------------|
| 1. Are junction boxes, outlets, switches, etc. provided with cover plates? | ☐ | ☐ |
| 2. Have exposed wires, frayed cords, deteriorated insulation been repaired or replaced? | ☐ | ☐ |
| 3. Are all breaker switches identified as to their use? | ☐ | ☐ |
| 4. Are all appliances such as polishers, amusement machines, etc. grounded? | ☐ | ☐ |
| 5. Do all extension cords being used have a ground wire? | ☐ | ☐ |

Gasoline Service**YES****NO**

1. Are gasoline pumps provided with guard post or other barrier protection? ☐ ☐
2. Are No Smoking and Turn Off Engine signs posted? ☐ ☐
3. Is combustible trash and waste kept in a metal container and emptied daily? ☐ ☐
4. Are all gas pumps provided with automatic shutoff devices and without trigger hold latches? ☐ ☐
5. Will all gas overflow travel away from the building? ☐ ☐
6. Are storage tank access lids in place? ☐ ☐

General

1. Are all accumulations of combustible refuse regularly removed from the building? ☐ ☐
2. Have all broken windows, plastering, partitions and flooring and other similar defects been listed for repair? ☐ ☐
3. Do front doors operate properly and are they in good repair? ☐ ☐
4. Is a step ladder provided, in good repair without cracks, splits or other defects? ☐ ☐
5. Are other hazards observed properly safeguarded? ☐ ☐
6. Are all State/OSHA and other required legal postings prominently displayed? ☐ ☐

COMMENTS: (provide details for all no answers)

Completed by _____

V.

ACCIDENT INVESTIGATION

Accident investigations should be a vital part of any program designed to prevent or control accidents. Accident investigations will help us develop information to determine why the accident occurred and give us a basis for suggesting corrective action. It is very important to investigate accidents.

A complete investigation should include the objective evaluation of all the facts, opinions, statements, and related information, as well as developing an action plan, or recommendations to prevent or control a similar accident.

The investigation report should include basic information such as the employees involved, the location number, supervisor, length of time on the job and the date and time of the accident.

The key factors of the incident should also be determined. The nature of the injury (if applicable), the part of the body injured, the property damage, a complete description of the accident including the accident type, and the accident agency should all be listed in the report.

Once the investigators are convinced they can make an unbiased report on the accident, they should determine *what caused the accident* and *what can be done to prevent a recurrence* of the same accident. Recommendations should be developed based on their investigation and submitted to management. These recommendations should be closely followed-up to be sure corrective action is taken.

See Attached "Supervisor's Accident Investigation Report"

ACCIDENT INVESTIGATION

Who should make the investigation? The Franchisee or Store Manager is responsible for the investigation. A Franchisee or Store Manager who is investigating an accident should be interested in preventing future occurrences. The Field Consultant may also find it necessary to assist in or to perform a supplementary investigation.

When should an investigation be made? An investigation should be made as soon after the accident as possible. Facts should be gathered while the accident is fresh in the minds of those involved.

If possible, every employee who is involved in or witnessed the incident should be questioned. When conflicts are discovered in information, the supervisor should again re-interview individuals separately, to achieve the most accurate results. All possible causes should be studied. The more questions asked, the more details will be developed.

The accident investigator should not jump to conclusions. It is very important that the underlying or root causes of the accident be uncovered. Simply finding or identifying the unsafe acts or unsafe conditions is not enough. The multiple causation theory of accident investigations teaches that accidents are very rarely caused by only one unsafe act or condition. It has been proven that the majority of accidents are caused by a combination of several unsafe acts or conditions.

Preparing a Report. A report should be prepared describing the investigation in detail. All possible questions regarding the accident should be answered and the corrective actions to prevent a recurrence listed.

The following questions should be helpful in completing the report:

Who was involved? Accidents usually affect more than just the injured person, and very often, more than just the injured person contributed to the cause; *who*, therefore, should go beyond *who* was present. Who supervised the injured employee, who failed to report the unsafe condition? All of those people involved are important to the underlying cause of the accident. Get the names of everyone involved.

Where did the accident occur? Again, we must look beyond the obvious answer to this question. The name of the department is not enough. A detailed description of the action site should be included. Also, determine if the people involved were where they were supposed to be. Was the equipment in its proper location?

What happened? This question can be further broken down to uncover the following facts.

1. What was being done? (The answer to this question describes an action or procedure.)
2. What things are involved? (A description of the tool or equipment that was involved answers this question.)
3. What was the result? (This is answered by a description of the actual injury, including the nature of injury, and the part of the body injured.)

When? The answer to this question requires more than just the date. The time of day, the day of the week, and did the accident occur at the beginning or end of a shift can also be very important.

How did the accident occur? Actually, the answer to this question brings together all the facts of the accident.

The answer to how is a description of people, things, places and time as they all combine into a complete event. The exact sequence of events that led to the accident should be reported.

Why did the accident occur? In order to determine or recommend what corrective action should be initiated, it must be determined exactly why the accident occurred.

The following questions should be answered: Was the injured person inattentive? Was he poorly trained? Did someone fail to report an unsafe condition or procedure? Why did what happened produce an accident? Why did the combination of all the factors that made up the event result in an injury? Why did the event result in anything other than an ordinary, everyday occurrence? These questions and others you can think of will help you determine if, and why, an unsafe act occurred.

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

See reverse side for directions to complete this form

IDENTIFICATION

Date of Accident:	Time:	Date Reported:
Employee Involved:		
Position:	Department:	
Date Employed:	Experience on Job:	
Supervisor:		
Witnesses:		

INCIDENT

Accident Resulted In:	☐ Injury	☐ Illness	☐ Property Damage	☐ Close Call
Recordability:	☐ First Aid	☐ Medical	☐ Lost Time	☐ No Injury/Illness
Nature of Injury:	Part of Body:			
Type of Accident				
Description of Accident:				

ANALYSIS

Describe Underlying Cause(s) or Failure(s):
Describe Hazards, Unsafe Conditions(s) or Act(s):

CONTROLS

Recommended Corrective Action:		
Action Taken:		
Signed:	Department:	Date:

FOLLOW UP

Safety Committee Recommendations:	
Date:	
Special Orders (IF APPLICABLE):	
Signed:	Date:

Note to Supervisor:

Remember, an accident investigation is not designed to find fault or place blame. It is an analysis to determine causes that can be controlled or eliminated.

IDENTIFICATION

This section is self explanatory. When completing this form, fill out the entire section.

INCIDENT

Accident resulted in: Check appropriate box

Recordability: Check appropriate box based on:

- First aid - resulted in minor injury treatment administered by trained first aider - on premises.
- Medical treatment - resulted in more serious injury/treatment administered by physician, emergency room - off premises.
- Lost time - Employee missed more than 1/2 day from work.

Provide a brief description of the following:

- Nature of Injury - principal physical characteristics/what happened to employee, i.e.: sprain, contusion, burn, laceration, etc.
- Part of Body - body part directly affected by injury, i.e.: hand, fingers, arm back, shoulder, etc. Be specific.
- Type of Accident - brief classification of type of accident, i.e.: material handling (lifting, pulling, pushing), contact with hot substance, slip/trip/fall, struck by/against, fall from elevation, etc.

Description of Accident: Describe in detail what happened; when it happened, etc. Provide prompt, accurate, thorough information.

ANALYSIS

Describe all underlying cause(s) or failure(s) which contributed to the accident:

- Underlying causes/failures - possible safety program deficiencies, i.e.: ineffective rules/regulations, ineffective employee training, inadequate or unsafe job procedure, etc.

Describe all hazard(s), condition(s) or act(s) which contributed to the accident:

- Unsafe conditions - hazardous or unsafe physical condition or circumstance, i.e.: congested production area, spill (grease, oil, water, etc.) on floor, inadequate lighting, poor housekeeping, defective equipment, poor ventilation, etc.
- Unsafe acts - unsafe work practice, i.e.: failure to place warning signs/tags/signals, leaving spills on floor, using defective equipment, horseplay, substance abuse, failure to use personal protective equipment, etc.

CONTROLS

Whenever hazards, unsafe acts or unsafe conditions and the underlying causes of failures are discovered, corrective actions should be implemented to address these weaknesses, i.e.: development or modification of safety rules/regulations, revisions/modifications of facility inspection program, correcting the unsafe physical condition, providing employee safety training, conducting a job safety analysis, implementing a safety program or activity.

FOLLOW-UP

Once investigations are completed, they should be periodically reviewed. This will ensure that proper controls were implemented and that the corrective actions remain a part of the safety program.

The safety committee and/or management are good sources to conduct this review. They can determine if the investigations are completed in a timely fashion, if they're thorough, and if they are accurate. They should recommend any additional corrective action needed and monitor the implementation of any recommended controls.

VI.

HAZARD CORRECTION

Hazards and/or Unsafe Work Practices Which Give Rise to a Risk of Imminent Harm should be abated immediately. When such a hazard exists which cannot be abated immediately without endangering employees, all exposed employees will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment. In situations in which it is not possible for employees to correct the hazard without placing themselves in danger, outside experts trained in abatement of the particular hazard will be hired to correct the condition immediately.

EMERGENCY PREPAREDNESS

Attention Franchisees: As a 7-Eleven Franchisee and an independent contractor you are licensed to use this material, however, there is no guarantee offered or implied with its use. Nothing herein is intended to preempt the Franchise Agreement and you are not required to use the suggested procedures. If you do elect to use the suggested procedures, Southland makes no representation or warranties regarding their use and all decisions you make will be solely your own decisions affecting your employees.

Remember that in cases of major disasters, local emergency facilities may not be able to respond to your store immediately. Therefore it is vital that we all have a basic understanding of what is available and take necessary steps to minimize injury and damage.

Not every emergency is listed in this guide.

Power Failure

Attempt to determine source and/or duration of outage. Check master power source, then call Police or Electrical Company for information if necessary.

- Daytime:**
1. Contact Franchisee/Store Manager for advice.
 2. Know how to record sales and secure cash if store is to remain open.
 3. Be alert for spoilage - minimize opening and closing of vault doors.
 4. After power is restored, check all electrical equipment to ensure proper operation.
- Nighttime:**
1. Contact Franchisee/Store Manager
 2. Keep flashlight near in case of recurrence.
 3. Step #2-4 (Daytime).

Note: Most power companies suggest you turn off all breakers to avoid power surge when the power is restored. It is recommended to leave only the lights breaker in the on position. This will serve as an indicator when the power is back on. At that point turn on other breakers one at a time.

Fire/Flooding

In Case of Fire

1. Call Fire Department _____
2. Evacuate customers from store.
3. Call Franchisee/Store Manager from safe phone.
4. Wait outside for Fire Department.
5. Know location of fire extinguisher and if your store has smoke alarms.

Caution: Do not attempt to put out large fires by yourself. Realize your limitations.

In Case of Store Flooding

1. Attempt to ascertain source of flooding.
2. If source is determined to be plumbing, and if necessary, turn off the main valve.
3. Never use electrical equipment while standing in water.
4. Notify Franchisee/Store Manager.
5. If possible, attempt to minimize damage to store and property.
6. Contact a plumber or the water company for assistance, as directed by Franchisee/Store Manager.
7. Assist customers, allow no one to walk on wet floor.

Employee/Customer Injury**Personal Injury**

1. Know location of first aid kit or first aid supplies.
2. Administer any first aid you are qualified to give.
3. Notify emergency medical aid.
4. Notify Franchisee/Store Manager.
5. Attempt to prevent further injury.

Hospital _____

Paramedic _____

Fire _____

Police _____

Customer Injury

1. Make injured as comfortable as possible.
2. Provide only basic first aid if you are qualified/certified.
3. Notify emergency medical aid.
4. Notify police for assistance/report.
5. Protect injured from further injury.
6. Obtain name, address, phone number of injured.
7. Obtain name, address, phone number of any witness.
8. Notify Franchisee/Store Manager

Note: Do not discuss liability or insurance with injured. Gather all information and advise victim they will be contacted by owner or company representative. This should occur in any case, even if the customer indicates he/she is all right or uninjured.

Robbery

1. Do not chase or follow a robber.
2. Call police as soon as it is safe to do so.
3. While on phone with police -
 - a. Find robbery description form.
 - b. As you give information to police fill in description form.
 - c. Stay on phone as directed by police.
4. Upon completion of call to police -
 - a. Secure premises or crime scene.
 - b. Notify Franchisee/Store Manager.
 - c. Ask any witnesses to stay or get name, address, and phone number.
5. Don't estimate money loss
 - a. Let Franchisee/Store Manager give exact amount to detectives.

Remember: Cooperate fully and quickly, don't argue or resist, don't use any weapons, don't lie to a robber.

POLICE # _____

Robbery Prevention Steps

1. Look Safe
Give the store a look that says "We are vigilant".
2. Spotlight Crime
Put robber on stage.
Be sure windows are clear.
All lighting is working properly.
3. Monitor danger
Greet each person entering store.
4. Be in charge
Keep a sharp lookout at all times.
5. Reduce cash
Keep cash in registers as low as possible. Reduce incentive for robbery.
6. Second store
Take special care after dark and late at night.
7. Honesty is safety -
Never lie to a robber.

Theft/Shoplifting

What to do when shoplifting occurs.

1. Action should be taken only when you
 - a. See them take the item.
 - b. See them conceal the item.
 - c. See they don't ditch the item.
 - d. See they don't pay for the item.
2. Tactfully approach the shoplifter:
 - a. Are you going to pay for that item in pocket?
 - b. Should I add that item in your pocket to your bill?
 - c. Will that be all - or how about that item? (as he is at register)
3. Notify police and take positive action - report all thefts.

Do not place yourself in physical danger of being injured. Avoid any physical confrontation with a shoplifter or beer runner.

Do not chase a shoplifter out of the store.

Do not use a weapon as a threat. It may be used on you.

Do not argue or fight.

If shoplifter flees, obtain accurate description of individual and any vehicle you can safely observe and **CALL POLICE IMMEDIATELY!**

Remember Shoplifting Prevention

1. Greet all customers.
2. Watch for unusual conduct.
3. Keep your eye on groups.
3. Pick up the same item you see a shoplifter conceal.
4. Stay alert to your hottest shoplifting aisles.
6. Use mirrors in store.
7. Take positive action when shoplifting occurs.
8. Maintain store control and a professional demeanor at all times.

BE ALERT!

Earthquake

During the shaking: Most earthquakes only last for less than one minute.

1. Don't panic - keep calm and ride it out.
2. Take cover under solid support such as counter or doorway.
3. Stay inside and away from windows or objects which could fall on you.
4. Don't use matches or open flame.
5. Don't run through building, watch for falling objects.
6. Be alert for hot wires, and structure damage.

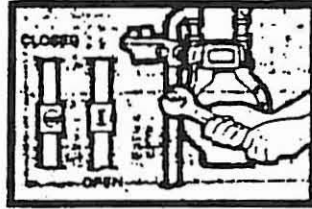
After the shaking:

1. Evacuate customers from store.
2. Check for any injuries.
3. Quickly determine extent of damage.
4. Turn off utilities, gas, water and electricity, if store is structurally damaged.
5. Turn on portable radio for information.
6. Have flashlight available in case it is needed.
7. Stay off phone except to call for assistance or to notify Franchisee/Store Manager.
8. Stay out of severely damaged buildings - secure store and allow no one inside except emergency personnel.
9. If your store is severely damaged, do not reenter store until it is declared safe.
10. Be alert for after shocks which could cause additional damage.

How to shut off gas: (Do so only in serious emergency)

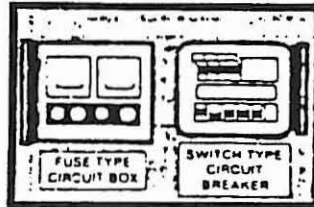
- A. The main shut-off valve is located next to your meter on the inlet pipe.
- B. Use a wrench and give it a quarter turn in either direction so that it runs clockwise on the pipe. The line is now closed.

DO NOT TURN GAS BACK ON - until system has been checked for leaks by gas company.



How to shut off electricity:

- A. Look closely at your circuit breaker box or fuse-type box.
- B. Be certain that you can turn off the electricity in an emergency.
- C. Shut off main switch.



Store/Customer Property Damage

Customer Property Damage

- 1. Notify police for report and/or assistance.
If police will not respond, it will be necessary for you to obtain as much information as possible.
- 2. Customer's name, address, phone number.
- 3. Property owner's name, address and phone number (may be different)
- 4. Any witness' name, address, phone number.
- 5. If vehicle is involved, obtain license number, make, model and color.
- 6. Attempt to protect other people or property from damage or injury.
- 7. Verify nature and extent of damage.
- 8. Notify Franchisee/Store Manager.

Note: Do not discuss any liability or insurance with anyone. Gather requested information and advise involved party they will be contacted by Franchisee or company representative.

Store Property Damage

The most common incidents of this type are drive-thrus or broken windows etc., usually accidental, but also otherwise.

1. Notify police for report and assistance. Be specific and give sufficient information over phone. The type of information you give will have an effect on the response priority by police or whether they will respond at all.
If you need Help - ask for it.
2. Check for any injuries - summon aid if needed.
3. If observed, obtain vehicle license number, make, model and color and write it down in case vehicle should flee before police arrive. Note description of driver.
4. If possible, obtain name, address, phone number of person causing the damage.
5. Obtain any witness name, address, phone number.
6. Attempt to protect other people or property from injury.
7. Close store only if it is necessary and after consultation with Franchisee.
8. Notify Franchisee/Store Manager and follow their instructions for further action.

Unusual Occurrences

Bomb Threats

Do not panic should you receive a bomb threat phone call. Don't assume it is a joke. Maintain a calm attitude.

1. Listen to voice for exact words spoken, any accent, sex and age of caller, speech peculiarities and background noise.
2. Write down exact words spoken.
3. Call police for report and instructions.
4. Call Franchisee/Store Manager.
5. Do not search store or handle strange objects alone without proper supervision
6. Follow police and/or Franchisee/Store Manager instructions completely.

Obscene Phone Calls

Often these annoying phone calls are simply intended to harass you.

- Do not give any information to caller about yourself or the store.
- Do not prolong the conversation, hang up immediately.

Should calls continue, hang up and notify police. Ask for patrol check and report. Be alert for anyone watching the store.

National Disasters

In these types of emergencies, the store will be notified by an official agency either in person or via radio, that an emergency or pending emergency exists.

Follow given instructions precisely. Then notify Franchisee/Store Manager.

If you are notified by someone other than an official agency, contact the police for verification of the information and advice.

Types of emergencies which could fall in this category include but are not limited to:

1. Nuclear
2. Tornado
3. Hurricane
4. Blizzard
5. Hazardous Materials Spill
6. Airline or Train Disaster Nearby

Indicate in this spot the local emergency radio stations in your area.

AM:

FM:

EMERGENCY RESPONSE PLAN PROCEDURES

Anyone who handles hazardous materials (gasoline) must be trained to handle an emergency situations

REMEMBER - SAFETY FIRST!

IF GASOLINE EQUIPMENT IS FOUND TO BE IN NEED OF REPAIR DUE TO NORMAL USE, AND A FUEL SPILL HAS NOT OCCURRED:

1. Defective equipment shall be tagged out of order.
2. Turn off all appropriate breaker switches.
3. Call for service at _____

IF IN DOUBT ABOUT THE SAFETY OF A SINGLE ITEM, CLOSE THE ENTIRE FUELING SYSTEM:

1. Press the emergency shut-off button on the gasoline console.
2. Turn off the appropriate breaker switches.
3. Call the Franchisee or Store Manager.
4. Call for service at _____ to have the problem checked.

IF ANY GASOLINE EQUIPMENT HAS BEEN DAMAGED DUE TO A VEHICLE COLLISION, VANDALISM, OR OTHER ABUSE:

1. Press the emergency shut-off button on the gasoline console.
2. Turn off the appropriate breaker switches.
3. Call the Franchisee or Store Manager.
4. Call the local fire department.
5. Evacuate all people away from the store and or danger area. Use barricade tape as necessary.

IF THERE IS A GASOLINE FUEL SPILL AT THE FUELING ISLAND OR A TANKER DELIVERY CAUSES A FUEL SPILL WHICH IS BELIEVED TO BE IN EXCESS OF 100 SQUARE FEET OR 10' X 10' AREA:

1. Press the emergency shut-off button on the gasoline console.
2. Call the local fire department.
3. Evacuate all people away from the store and or danger area. Use barricade tape as necessary.
4. Turn off all appropriate breakers. Lock cash register(s).
5. Call the Franchisee or Store Manager.
6. Seek advice from Fire Captain on whether or not to call the Department of Emergency Services.
If advised, call 1-800-852-7550.

IF THERE IS A GASOLINE FUEL SPILL AT THE FUELING ISLAND AND IT IS BELIEVED TO BE OF A SIZE SMALLER THAN 100 SQUARE FEET OR 10' X 10' AREA:

1. Press the emergency shut-off button on the gasoline console.
2. Evacuate all people away from the danger area. Use barricade tape as necessary.
3. Turn off all appropriate breaker switches.
4. Call the Franchisee or Store Manager.

Note: BARRICADE TAPE

Should be used to keep vehicles and persons away from the danger area. To avoid personal injury, maintain at least 20' feet distance from the spill.

Note: ABSORBENT MATERIALS

Such as kitty litter or dirt may be used to absorb surface spills and reduce the potential of spreading and causing a greater fire hazard.

If gasoline is moving toward a storm drain or creek, large amounts of absorbent may be dumped well ahead of the expected travel path of the gasoline.

Note: WATER

Should *never* be used to move gasoline from the property. If gasoline should enter a sewer system, serious injuries and property damage can result from fires and explosions. Damage can be wide spread.

Note: EMERGENCY RESPONSE

In the event a spill has occurred and you are requested by a regulatory body (Fire Department or Health Department) to provide emergency cleanup response services you are to contact:

YOUR LOCAL ENVIRONMENTAL CLEANUP AGENCY OR COMPANY

Name

Telephone Number

I have read and fully understand what to do in the event of one of the above emergencies.

I have been advised of the location of the Fire Extinguisher(s) at this location and I have been instructed on how to use the Fire Extinguisher(s).

Employee Signature

Date

Instructor Signature

Date

VII.

HAZARD COMMUNICATION

No Safety & Health program can be effective if the employee is not conscious of and interested in accident prevention. It is management's responsibility to create and maintain this interest by stimulating active employee participation in the Safety & Health program.

Safety & Health Committee

1. Meets regularly, but not less than quarterly;
2. Prepares and makes available to the affected employees written records of the safety & health issues discussed at the committee meetings and maintains those records for review by the Division upon request;
3. Reviews results of the periodic, scheduled worksite inspections;
4. Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
5. Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
6. Submits recommendations to assist in the evaluations of employee safety suggestions; and
7. Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.
8. The program administrator for each location, where a safety committee is required, will be responsible for the appointment of the safety committee members.

Displays & Bulletin Boards

Interesting displays, such as protective equipment, unsafe tools, fire protection items, and first aid equipment, are excellent ways of creating and maintaining employee interest in safety. Posters and photographs, if placed in a prominent location, are very effective in teaching preventive techniques and also serve as a constant reminder.

Films

Many films on various types of working hazards are available. Showings may be arranged at lunch time without compulsory attendance, or during work hours with compulsory attendance.

First Aid Training

Employees trained in first aid are more safety conscious. They are interested in eliminating injuries through the prevention of accidents and are prepared to properly handle injured persons in case an accident should occur. Instructions can be obtained through the American Red Cross.

Safety Meetings

Safety meetings keep employees informed on the Safety & Health program, and give them a chance to make suggestions of their own concerning safety in your store. Recent accidents can be reported and discussed, with emphasis placed on how they could have been avoided.

Publications

Safety material can be worked into employee publications in many ways. Pictures of accidents, news of safety achievements, summaries of accidents by department, divisions, etc. . . and lively articles on different phases of safety can be used effectively to foster "safety-consciousness."

Incentives

Some sort of reward could be provided so as to intensify employee interest, and a big "ado" should be made over presentation ceremonies.

Remember

Safety is a state of mind - a habit that must be developed. Workers have to be interested in safety to practice it. It is up to you to develop and maintain this interest. Employees can't be "bullied" into being safe - they must want to be safe. **Keep it in their minds.**

Material Safety Data Sheets (MSDS)

The management of The Southland Corporation is responsible for obtaining or developing a MSDS for each chemical used in the workplace. Each MSDS will include the specific chemical identity of the chemical involved and the common names.

Each data sheet will provide information on the physical and chemical characteristics of the chemical; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen; precautionary measures; emergency and first aid procedures; and the identification of the organization responsible for preparing the sheet.

We already have an existing manual for MSDS in the stores.

VIII.

NEW EMPLOYEE ORIENTATION

Unfamiliarity with surroundings and interest in many matters of seemingly more immediate concern make it difficult for the new employee to absorb and retain much safety & health instruction. It is necessary, therefore, to consider what can be achieved during orientation. The development of good attitudes and motivations for the prevention and control of accidents can be obtained.

Each employee needs to learn the following things if they are to have a good start in safety & health training:

- * Management is sincerely interested in preventing accidents.
- * Accidents may occur, but it is possible to prevent most of them.
- * Employees are required to report to their supervisor any unsafe conditions which are encountered.
- * Employees are not to undertake a job until they have learned how to do it safely.
- * No employee should undertake a job that appears to be unsafe.
- * If an employee suffers an injury, even a slight one, it must be reported at once.

New Employee Orientation should be conducted at the time of employment. This lays a solid groundwork for building a good safety attitude. The orientation should include a review of safety & health rules, injury reporting procedures and discussions of the employee's safety & health responsibilities.

Note: Franchisees are independent contractors solely responsible for the manner and means of the operation of their store. In addition, each Franchisee is solely responsible for all action and non-action of his or her employees. Southland is making these materials available to Franchisees to assist them in their operations; however, each Franchisee remains solely responsible for his or her operation and for compliance with all requirements, legal and otherwise, placed upon that operation and their store. Southland, by providing these materials is not assuming any responsibility or liability for any claims of whatsoever nature which might arise from their use. Each Franchisee, in electing how to meet the requirements placed upon his or her operation, has discretion regarding the use or non use of these materials, as well as the method to implement such use. In addition, use of this material by Franchisees or their employees does not create any employer-employee or similar relationship between Southland and the Franchisee or his or her employees.

NEW EMPLOYEE SAFETY & HEALTH ORIENTATION CHECKLIST

Employee: _____ Position: _____

Date of Hire: _____ Location Number: _____

MANAGEMENT

Date Completed

- A. Greet and congratulate employees for their new job with 7 - Eleven. _____
- B. Review 7 - Eleven's commitment to safety and providing a safe work environment. _____

Completed By: _____

PERSONNEL

- A. Review safety and health program structure and activities. _____
- B. Explain employee's role in safety and health program _____
- C. Instruct employee on hazard reporting system. _____
- D. Explain injury reporting procedures. _____
- E. Explain first aid and medical facilities available in case of an injury and how to obtain treatment. _____
- F. Review general safety rules including giving a copy to employee. _____
- G. Explain disciplinary actions for violation of safety rules. _____
- H. Re-state importance of safety and health and employee's role. _____

Completed By: _____

SUPERVISOR

- A. Explain safety and health's importance to department's functioning. _____
- B. Show where nearest first aid station is located. _____
- C. Explain that all unsafe conditions must be reported at once. _____
- D. Discuss safety and health rules in general and specific rules for department and position. _____
- E. Describe specifically hazards associated with job and the safe guards provided. _____

Completed By: _____

Employee Sig. _____

XI.

SAFETY TRAINING

The training of employees in the safe completion of their jobs is the responsibility of everyone in a supervisory function. This should include the reinforcement of corporate support and participation in safety along with promotion of the employee's role in accident prevention.

Safety rules and safe work procedures should be discussed specifically. Work routines should be reviewed, explaining potential hazards and safeguards to be followed. These discussions should not only review safe work procedures, but should explain why they are important and necessary.

Safety training of employees cannot be a one time occurrence. The continual interaction between employees and supervisors must promote and support accident prevention activities.

Retraining of employees will be necessary when conditions and actions warrant. The repeated violation of safety rules, the lack of safe work practices, etc. . . should indicate a need for retraining of employees.

Through good safety training, the attitude and interest of employees can be molded to strengthen and support safety activities.

Training Schedule

Training will be provided to every employee:

- * Upon Hiring.
- * Whenever an employee is given a new job assignment for which training has not previously been provided;
- * Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
- * Whenever 7-Eleven is made aware of a new or previously unrecognized hazard; and
- * Whenever 7-Eleven, Program Administrator or Supervisor believes that additional training is necessary.

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PRACTICAL THINGS AN EMPLOYER CAN DO TO CONTROL ACCIDENTS

1. **STRESS EARLY SAFETY TRAINING.** Emphasize accident prevention in the earliest job training. Explain rules and regulations carefully. Rules are less likely to be violated if the employee understands them and their purpose.
2. **ANALYZE JOBS FROM A SAFETY VIEWPOINT.** Make sure *you* know each job in your store so well that you are alert to every potential hazard. If a better job method will reduce hazards, introduce it. Emphasize why - from a safety standpoint - certain job practices must be followed without exception.
3. **COMMUNICATE FREQUENTLY.** *Talk to your people about safety.* Make the conversation two-way; don't preach or lecture.
4. **BE SPECIFIC.** General statements about working safely are not too helpful. Observe employee's job practices. *Commend them for what they are doing correctly.* Point out when they might improve, but always relate instructions to the job at hand.
5. **BE A HAZARD DETECTOR.** Identify and eliminate hazards. Conditions continually change. If you relax and take things for granted a hazard may develop where you least expect it. Employees trained to be safety conscious can help you identify and eliminate danger spots.
6. **KNOW THE PHYSICAL CONDITION OF EMPLOYEES.** Be sure they are able to do their jobs. Change the assignment of workers if you think they are temporarily not physically capable of doing their regular work.
7. **WATCH FOR CHANGING ATTITUDES.** If you notice usually reliable employees are inattentive, or preoccupied, it's a danger signal. Their minds may not be on the job and that's when they are likely to get hurt.
8. **PLAY IT STRAIGHT.** Enforce safety rules uniformly. You can't let a favored employee get away with committing an unsafe act and expect to enforce a rule when a less-favored employee is involved.
9. **BE A CREDIT GIVER.** The employee wants your approval and recognition. When they live up to your safety standards, *express your appreciation.* If they have ideas that will improve the safety performance of your area, hear them out. If they are practical, put them into effect and *make certain they get the credit.*
10. **AVOID ARGUMENTS IF POSSIBLE.** People who win all their arguments may lose most of their friends.

SAFETY RULES



You should review these safety rules regularly.

FOR ALL SITUATIONS:

Follow instructions. Do not take chances. If you don't know the rule or the proper procedure, ask.

Correct any unsafe conditions immediately and report them if not permanently safeguarded.

Report all injuries regardless of how slight they may be. Receive proper first aid treatment.

Know where emergency phone numbers are kept or posted.

Do not create hazards for the next person.

Wear footwear which is suitable for work. Full covering shoes, not sandals, are required.

Do not participate in horseplay on the job.

Fighting, intoxication or failure to comply with safety rules can lead to immediate disciplinary action.

Use extra precaution when cutting boxes with sharp-edged cutting tools.

Use broom and dust pan to pick up broken glass (wear gloves if supplied).

When something is spilled, alert customers to it and clean it up as soon as possible.

FOR MAINTAINING SAFE EQUIPMENT

Report immediately any unsafe tools, frayed or defective electrical cords and unguarded machinery.

Do not lubricate, repair or clean any equipment while it is running.

Always store and use compressed gas cylinders in an upright position. These cylinders must be securely fastened to suitable supports. If cylinders fall, it could result in an extremely dangerous situation.

Know where electrical breaker switches are located and what they control.

Assume all electrical wires are "hot" until absolutely positive they are not.

Keep water away from electrical wiring, switches, etc.

Do not use portable electrical equipment if your hands are wet or if you are standing on wet ground.

Inspect all ladders carefully before using. Report and do not use any ladder which has a broken rung or any apparent defect. Always work safely from a properly positioned ladder.

Always face the ladder and use both hands when climbing and descending.

Use a ladder for overhead reaching. Never use make-shift steps.

Do not use the top of an ordinary step ladder as a step.

FOR MAINTAINING A SAFE BUILDING:

Report any unprotected floor or surface openings.

Be alert to loose floor tiles and inform your store operator of any you find.

Keep all exits free of obstructions.

Keep all storage areas uncluttered.

Keep all rest rooms clean at all times. Trash and other materials are not to be stored in this area.

Make sure lighting is adequate.

Deposit all trash in proper containers.

Check the floor around the icemaker after getting ice from it. Wipe all wet spots.

FOR LIFTING AND STACKING:

When lifting, secure good footing, take a firm grip keep load close to your body, bend your knees, keep back straight and LIFT WITH YOUR LEGS.

If load is too heavy or awkward, GET HELP.

Do not stack materials in aisles.

FOR FIRES AND FIRE PREVENTION:

In case of fire, call the fire department and give store location and name.

Know where extinguisher is located and how to use it.

Keep fire extinguisher access unblocked and free of obstructions. Observe all smoking regulations.

Do not keep gasoline or other flammable liquids or materials in open containers or use them for cleaning.

Do not throw cigarettes or matches into trash cans.

Do not smoke around gasoline pumps or the gasoline site.

Note: Franchises are independent contractors, and as such, are free to set their own store policies and procedures. The Franchisee should evaluate these guidelines and determine whether additional or different guidelines or procedures should be implemented.

FIRE EXTINGUISHERS

Choosing The Right Extinguisher

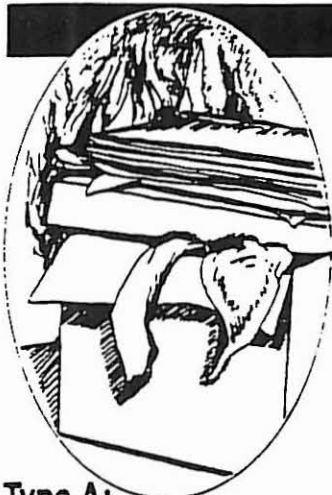
Several small fires can be contained and extinguished before they can cause damage to persons or property if the right fire extinguisher is used. Fires are rated A, B, C, or D, depending upon the type of "fuel" that is burning. Fire extinguishers are rated according to the type of fire they can put out. This information is listed prominently on the extinguisher. Take a moment to learn the four types of fires so that you'll know which extinguisher to use if you find yourself in a fire emergency.

Fire Extinguisher Codes

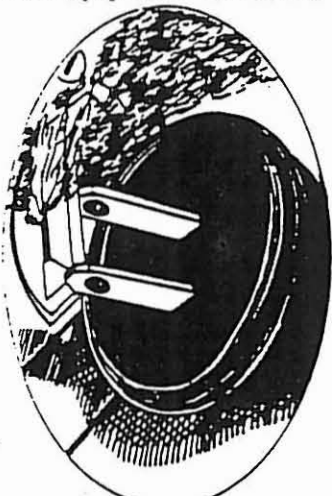
Fire extinguishers come in many varieties—water, carbon dioxide, dry chemical or powder, and liquified gas. Fire extinguishers are coded to reflect the type of fire they can put out: "A" (green label); "B" (red label); "C" (blue label); and "D" (yellow label). Newer extinguishers have picture codes showing the type (or types) of fires they can be used on.

TYPES OF FIRES

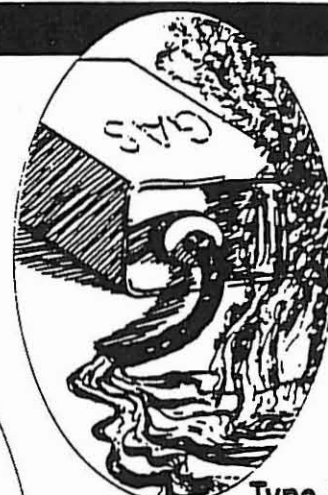
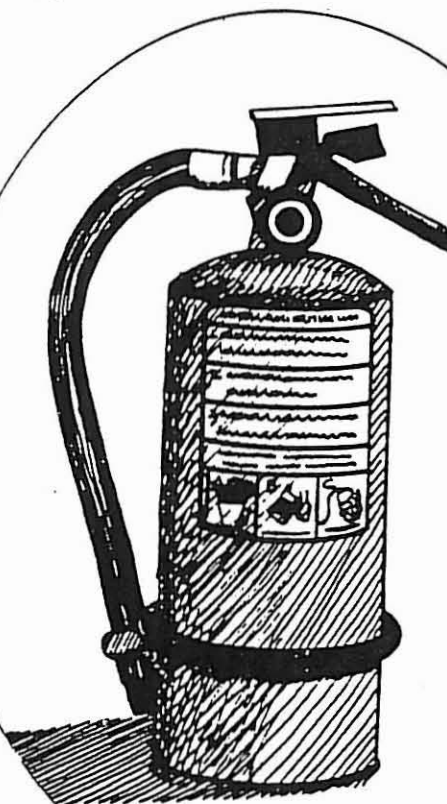
Be sure to use the right extinguisher for the type of fire you are confronting. Using the wrong extinguisher can actually make the fire worse.



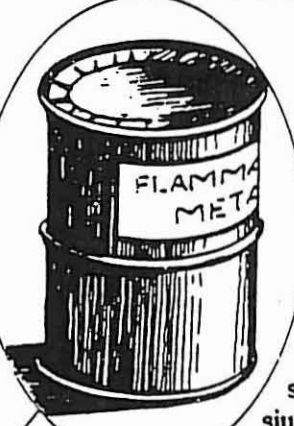
Type A:
Wood, paper, cloth, rubbish



Type C: Electrical fires



Type B:
Flammable gas/liquids



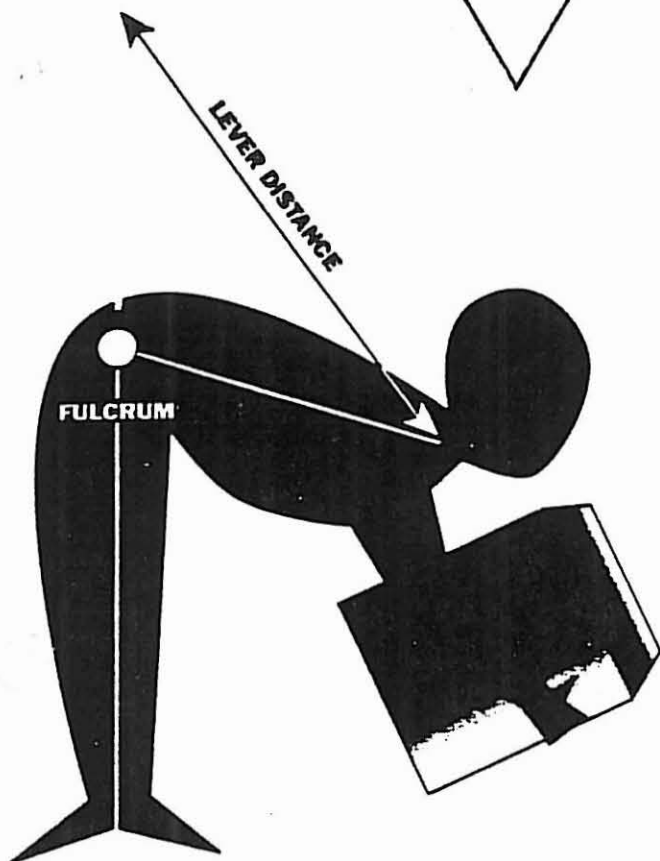
Type D:
Combustible metals
such as magnesium, sodium, potassium, and sodium potassium alloys require a special dry-powder, class D extinguisher

©1988 PARLAY ENTERPRISES

INCORRECT

MAXIMUM
FORCE
ON
LOW
BACK

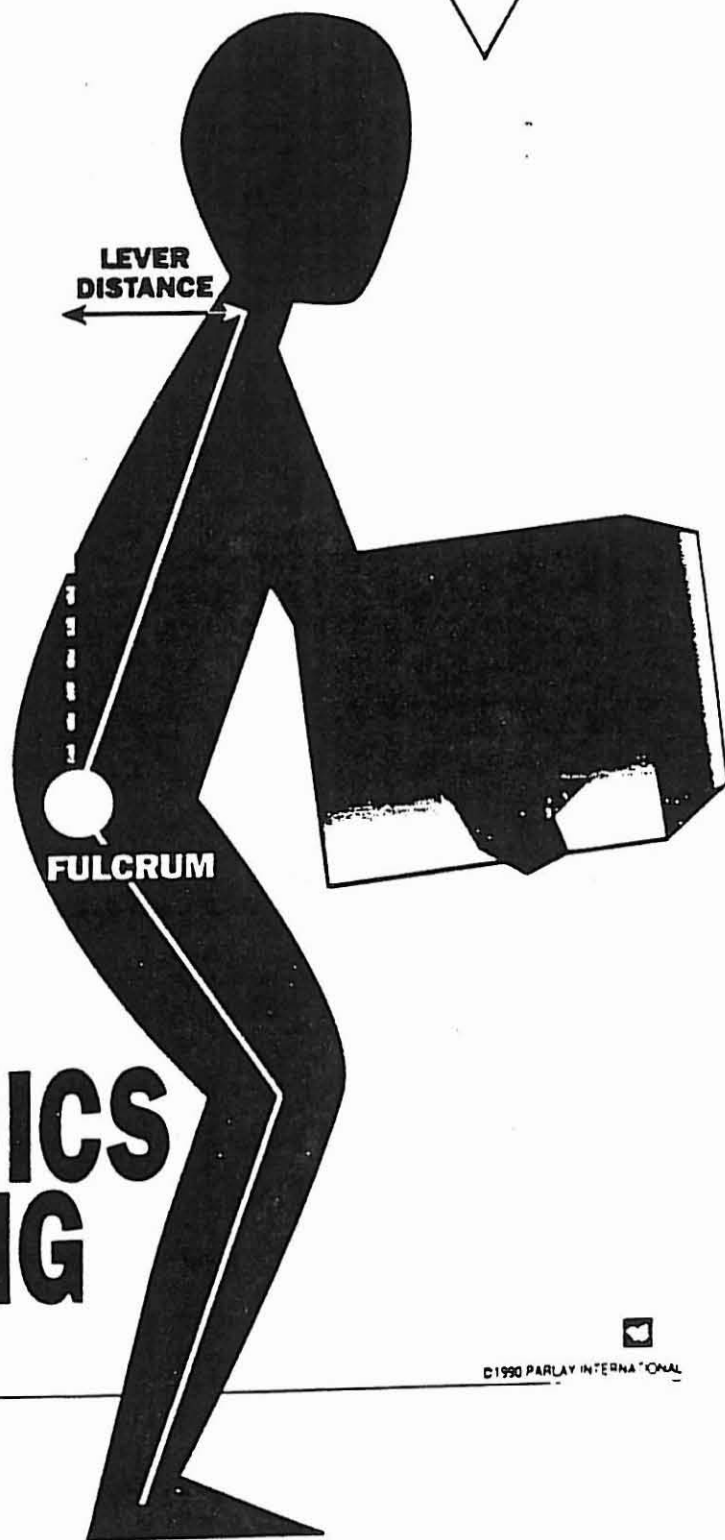
LOAD
FAR
FROM
FULCRUM



CORRECT

MINIMAL
FORCE
ON
LOW
BACK

LOAD
NEAR
FULCRUM



B THE BIOMECHANICS OF LIFTING

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ON THE JOB

BACK SAVERS

Some workers are more at risk for back injuries than others, but you can beat the odds by learning how to protect your back while you're on the job.

What You Can Do

If your everyday duties put your back at risk, use these back safety tips to make your job easier and safer.



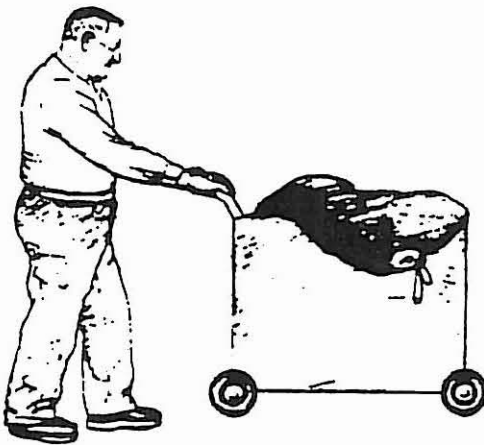
Bending

Kneel down on one knee, bending your knees and hips while holding your back straight. Place one hand on your knee or a desk when bending from a seated position.



Lifting/Carrying

Avoid heavy loads; split large loads into smaller, more manageable loads. Lift an object by standing close to it, then bend your knees to lower yourself into a squatting position while keeping your back upright and moving slowly into a standing position. Carry objects close to your body with your elbows tucked close to the torso.



Pushing

Whenever you can, push instead of pull. This puts less stress on your back and you have twice as much power. Stay close to the cart or machine and avoid reaching. Use both arms to prevent strain.



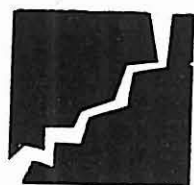
Reaching

To get objects from a high shelf, use a sturdy stool or ladder. Keep your shoulders, hips and feet facing the object, avoid twisting to reach things to the side. Before lifting, test the weight of the object by tipping one corner.

Exercise For Strength and Flexibility

A regular program of exercise will strengthen key muscle groups and increase your flexibility. A strong, flexible back will not only make you feel better, but also reduce your risk of injury.

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EARTHQUAKE PREPAREDNESS

Before - Identify

Conduct an earthquake hazard hunt in your home, walking through each room, imagining what would happen in an earthquake.

Hazards Include:

Tall, heavy furniture. Bookcases, china cabinets, modular wall units could topple and hurt residents.

Water heaters that can be pulled away from pipes and rupture.

Appliances that could move, rupturing gas or electrical lines.

Hanging plants in heavy pots that could swing free of hooks.

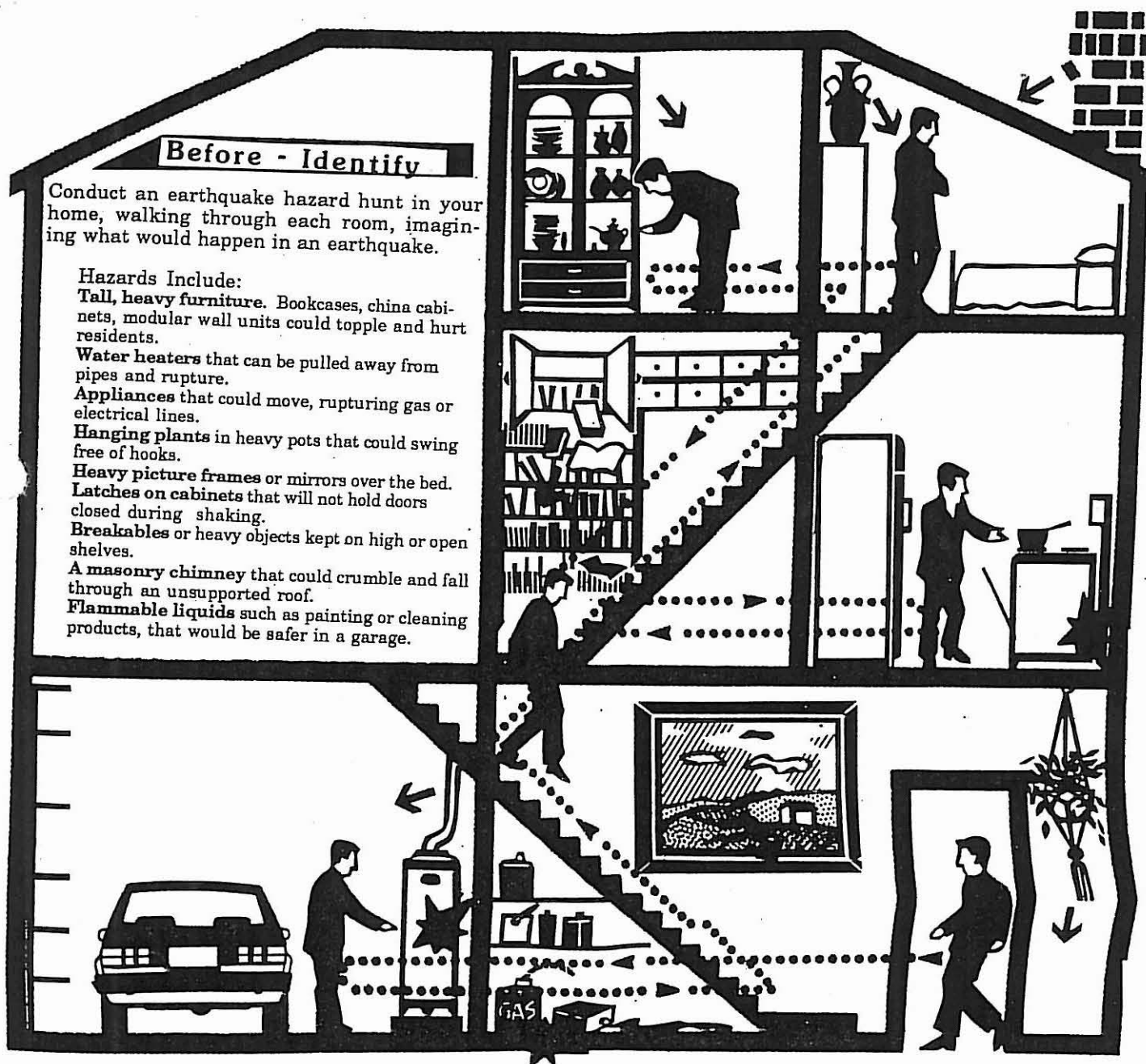
Heavy picture frames or mirrors over the bed.

Latches on cabinets that will not hold doors closed during shaking.

Breakables or heavy objects kept on high or open shelves.

A masonry chimney that could crumble and fall through an unsupported roof.

Flammable liquids such as painting or cleaning products, that would be safer in a garage.



EARTHQUAKE PREPAREDNESS

(CONTINUED)

Before - Store

Keep emergency survival items in a safe place — a large rubber garbage container in the garage, say — and in your car's trunk. Items should include:



Flashlights with spare batteries. Keep one beside your bed. Do not use matches or candles after an earthquake until you are certain no gas leaks exist.



Portable radio with spare batteries. Most telephones will be out of order or used for emergency purposes.



First-aid kit and first-aid knowledge. Have a first-aid book such as the American National Red Cross' "Standard First Aid & Personal Safety." Take basic Red Cross first-aid or CPR classes.



Fire extinguishers. Keep one handy for small fires. Some are only good for certain types of fires — electrical, grease or gas. Class ABC extinguishers are designed to be used on any type of fire.



Food. Keep a supply of non-perishable food on hand; replenish on a regular basis. Include canned or dehydrated food, powdered milk and canned juices for at least 72 hours, and a can opener. Dried cereals and fruits and non-salted nuts are a good source of nutrition.



Water. In air-tight containers, store at least three gallons of water per person to be prepared for a 72-hour period. Replace every six months. Stock purification tablets such as Halazone and Globaline, but be sure to read the label before using.



Special items. At least a week's supply of medications and special foods for infants or those on special diets.



Tools. Store a pipe wrench and a crescent wrench, to turn off gas and water mains.



Blankets and clothing. Have available sleeping bags or warm blankets for each family member, plus changes of clothing.

During - Stay Calm

■ If you are indoors, stay there. Get under a desk or table or stand in a doorway or corner. Stay clear of windows, bookcases, china cabinets, mirrors and fireplaces.

■ If you are in the kitchen, turn off the stove and take cover under a counter or table or in a doorway.

■ If you are outside, get into the open away from buildings, trees, walls and power lines.

■ If in a public place, do not rush for the doorway — others will have the same idea. Move away from shelves containing objects that may fall.

■ If in a high-rise building, get under a desk, stay away from windows and outside walls. Stay on the same floor. Don't be surprised if the electricity and elevators go out and the fire alarm or sprinkler systems go on. Do not use elevators.

■ If you are in your car, pull to the side of the road and stop. Do not park under overpasses or power lines. Stay in your car until the earthquake is over. If the temblor has been severe, do not attempt to cross bridges or overpasses.

After - Inspect

■ Check for injuries. If anyone has stopped breathing, give mouth-to-mouth resuscitation. Apply first aid to the injured. Do not attempt to move seriously injured people unless they are in immediate danger of further injury.

■ Do not use the telephone unless there is a severe injury.

■ Wear shoes near fallen debris and broken glass.

■ Check gas, water and electrical lines. Check appliances for damage. If you smell gas or see a broken line, shut off the main valve. Do not switch on the gas or electricity until the power company has checked your home. Do not search for gas leaks with a lighted match.

■ Switch off electrical power if there is damage to your house's electrical wiring.

■ Do not touch downed lines or broken appliances.

■ Clean up spilled medicines, bleaches, gasoline and other flammable liquids.

■ Before using the toilet, check for leaks — the sewer line could be broken. Plug bathtub and sink drains to prevent sewage backup.

■ Check food and water supplies. If water is cut off, use emergency water supplies — toilet tanks (not the bowl), water heaters, melted ice cubes.

■ Check the building for cracks and damage, particularly chimneys and masonry walls. Do not use fireplace unless the chimney is undamaged.

■ Check closets and cupboards. Open doors cautiously. Beware of objects tumbling off shelves.

■ Turn on battery-powered or car radios for damage reports and public safety instructions.

■ Use charcoal broilers for emergency cooking, but only outdoors.

■ Do not use your vehicle, unless there is an emergency. Sightseeing in badly damaged areas will only hamper relief efforts.

Health and Safety Training Record

The following employees attended Health and Safety Training covering the following subjects:

on (date) _____

conducted by (name of trainer) _____

Employee Name

Department

Signature

cc. Each employee's personnel file

STORE SAFETY PROGRAM

The objective of the store safety program is to provide a safe place to work. This is accomplished by preventing accidents which cause injury or death, disrupt normal store operations, or damage facilities, equipment or property. Each franchisee is responsible for the day to day operations in the store and thus has responsibility for safety matters.

Safety Responsibilities

Maintaining safe working conditions is a continuing responsibility of the entire store staff.

Franchisee Responsibilities

- See that unsafe conditions are eliminated promptly.
- Instruct new personnel in safety practices.
- Frequently remind all employees in the safe use of tools and equipment.
- Where possible, remove, correct, or repair equipment, tools or facilities that create a potential hazard.
- Continually be a good role model in safety consciousness.
- Conduct safety meetings with personnel.
- Make routine inspections of store for safety hazards.
- Correct employees for unsafe practices.
- Report the results of store safety inspections to the Field Consultant if applicable.

Store Employees' Responsibilities

- Follow safety rules and policies
- Practice safety consciousness.
- Practice awareness of unsafe practices and conditions and report them to the Franchisee.
- Report all accidents and injuries to the Franchisee

Material Safety Data Sheets

Under OSHA, federal law requires Material Safety Data Sheets (M.S.D.S) detailing hazardous chemical awareness.

Due to the volume of information covered in M.S.D.S., the information is provided in separate package from the System Manuals.

Completing the Employer's First Report of Injury or Illness

System Guide Sheet

Introduction

This report must be filed as soon as possible after an accident occurs.

O.S.H.A. Federal Regulations require this form to be completed for each job-related injury or illness. Each state has its own reporting requirements and forms. However, the information is usually the same.

Procedure

Investigate the cause of the injury or illness and write down all relevant information. Provide accurate and sufficient information. Whatever is recorded on this form is considered fact and could be legal evidence in a court of law. Therefore, when recording information provided by an employee or other witness, it is suggested that you preface the information with "According to . . ." or "alleges . . .". Do not misquote anyone. If required information is not available, write in "Unknown". If it does not apply, write "not applicable". Do not leave blank spaces.

Although Employer's First Report of Injury or Illness forms vary by state, the following information is usually required:

Employer

- Name of Employer - 7-Eleven Store No. _____
- Store telephone number.
- Insurance Carrier - get this information from your Field Consultant.
- Nature of business - write in "convenience store".
- Place of Accident.
- Reporting injuries.
- Write store address and indicate whether accident occurred on the store premises. Also include area of store where accident occurred and whether or not it is an area where the employee usually works.

Time and Place

- Date, Day of Week, and Time of Accident.
- File this report as quickly as possible after accident.
- First Day and Time Employee was unable to report to work.
- Indicate if employee was paid for this day.
- Write name of Franchisee to whom accident was reported.

Injured Person

- Personal information of injured employee.
- Name, address, age, sex, telephone number, marital status, number of dependents, Social Security Number, language fluency, telephone number of friend or relative.
- Occupation when injured - indicate occupation whether or not this is employee's regular occupation.

- How payroll information is reported to Insurance Carrier - indicate under what classification code employee's payroll is reported to Insurance Carrier. Ask your Field Consultant for this information.
- Length of employment and current wages.

Cause of Injury

- How accident occurred.
- What employee was doing at the time.
- Actual object or substance that directly caused accident.

Example - If person slipped on the floor, "floor" would be the actual object that directly caused the accident.

When recording statement made by witness and/or employee, begin sentences with "According To employee (witness) . . ." or "(Name) stated that . . ." or other similar sentences. Don't use your words - use the employee's (witness's) words.

Nature of Injury

- Nature of injury.
- Part of body affected.
- Probable length of disability.
- If unknown, write "unknown".
- Whether or not employee has returned to work.
- If so, at what position or wages. Explain any restrictions on the employee's ability to perform job duties. If same position as before the accident, write in "same".

It is important that the Insurance Carrier be informed immediately when and if employee returns to work.



EVALUATION: SAFETY

NAME: _____
DATE: _____

SCORE: _____ of _____

CIRCLE THE LETTER OF THE ONE STATEMENT WHICH
BEST ANSWERS EACH OF THE FOLLOWING QUESTIONS

1. What safety precaution should you take when picking up broken glass?
 - a. use a broom and dust pan
 - b. sweep glass into back room
 - c. use bare hands
2. CO₂ gas cylinders should be stored in what position?
 - a. sideways
 - b. tilted, leaning against the wall
 - c. upright and chained
3. What regulation concerning smoking near the gasoline pumps must you always observe?
 - a. no smoking within 5 feet of pumps
 - b. no smoking
 - c. smoking permitted only inside automobiles
4. What should you do if something is spilled in the store?
 - a. block off area
 - b. ask responsible party to clean it up
 - c. clean it up as soon as possible

CIRCLE T IF THE FOLLOWING STATEMENTS ARE TRUE
OR F IF THE FOLLOWING STATEMENTS ARE FALSE.

- T F 5. All exits and storage areas should be kept uncluttered.
T F 6. The CO₂ tank should be secured to the wall at all times.
T F 7. It is suitable to wear sandals or open-toed shoes to work.

FILL IN THE FOLLOWING BLANKS WITH THE APPROPRIATE ANSWER.

8. When lifting heavy objects, you should lift with what part of your body?

Where will you find the following in this and most other 7-Eleven stores?

9. a. breaker box: _____
10. b. fire extinguisher: _____
11. c. emergency phone numbers: _____

NOTE: Franchisees are independent contractors, and as such are free to set their own store policies and procedures. The Franchisee should evaluate these guidelines and determine whether additional or different guidelines or procedures should be implemented.

CARPAL TUNNEL SYNDROME

Preventing Repetitive Motion Problems

Your wrist aches, your fingers feel numb, you have difficulty doing even the most simple tasks like opening a juice jar. What's going on? It may be that you suffer from carpal tunnel syndrome—a hand disorder resulting from repetitive, forceful motion of the hands and wrists. Carpal tunnel syndrome is common and affects those of us who use the same hand motions over and over again at work or at home—painters, textile workers, word processors, cashiers, electronics assemblers, and many others. Fortunately, you don't need to "grin and bear it." Carpal tunnel syndrome is often preventable through proper hand positioning and hand exercises.

Why Your Hand Hurts

The carpal tunnel is the bony cavity in your wrist through which your nerves and tendons extend to the hand. When you repeat the same hand and wrist movements day in and day out, the excess strain causes tendons to swell and press on the main nerve of the hand. This persistent irritation of the nerve can result in pain, numbness, and dysfunction not only in the hands and wrists, but may extend up to the forearm and elbow as well.

What You Can Do About It

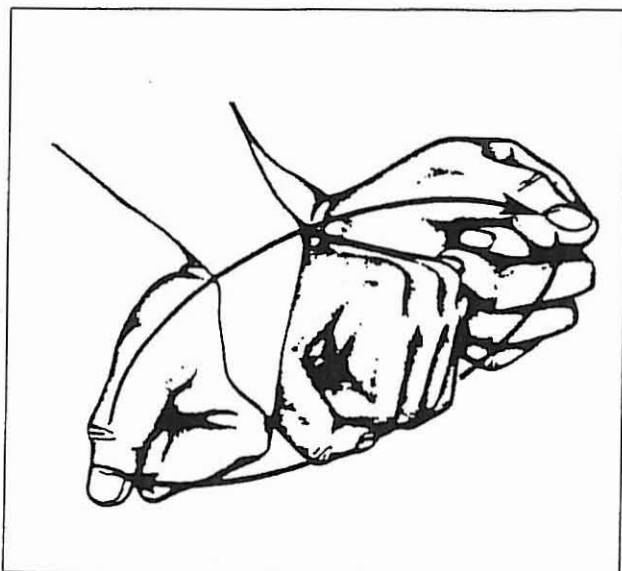
If you are at risk for developing carpal tunnel syndrome, why not try to prevent the condition before it occurs? By learning how to position your hands properly and by exercising your hands regularly, you can relieve excess pressure on your tendons and nerves and prevent unnecessary pain and disability.

Hand Positioning

When you keep your wrists and elbows straight, you place less pressure on the tendons and nerves in your hands. Try adjusting your work so that you can keep your forearm and hand straight. Use hand tools with the appropriate width, size, and shape—that is, make sure that you can grip the tool comfortably, that the tool can absorb vibration, and that handles are positioned to keep your wrists and hands in alignment.

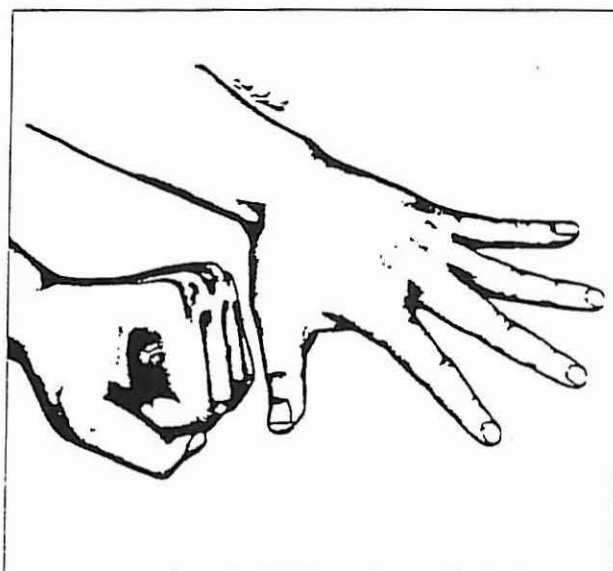
Hand Exercises

The following exercises, when done daily, can help strengthen wrist and hand muscles and can help relieve strain caused by tasks requiring repetitive motions.



Wrist Rotation

Make a fist and rotate your entire hand (from the wrist in one direction. Repeat 15 times. Switch directions and repeat 15 times. Then, release your hands, and with fingers extended, do the same rotations.



Hand Stretch

Make a fist, then extend your fingers as far apart as possible. Hold for about 10 seconds. Relax. Repeat the entire sequence 5-10 times until hands and fingers feel relaxed.

Staying in Shape

Do these exercises several times a day to give your hands a break from repetitive work and to help to keep them flexible. Take a few minutes every hour or when your hands start to get tired to do these exercises. If you are being treated for hand problems, check with your doctor before starting these exercises.

1.A) Hands in front, stretch fingers



B) Rotate



C) ...while closing them...



D) ...into a tight fist



2. Hands at sides: shake them for 5-10 seconds



3. Stretch each hand gently twice; support elbows



4. Repeat step 2

5. Stand; stretch body with both arms raised overhead



6. Stand, interlace fingers behind back with elbows straight; keeping chin tucked and body erect, lift hands away from body; hold final position for 15 seconds



7. Neck stretch: Hold right arm behind back; tilt head forward and to opposite shoulder; hold five seconds; repeat three times; repeat entire exercise for left arm



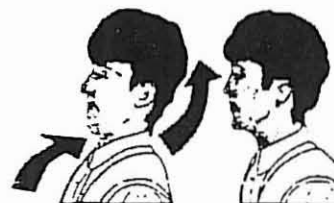
8. Arm pulls:

Gently pull elbow across chest toward opposite shoulder; hold five seconds; repeat five times; repeat entire exercise, pulling other arm



9. Chin tucks:

Keeping chin level, pull your head, neck backward as if you are making double chin; hold two seconds; relax, returning to normal position; repeat 10 times an hour



10. Shoulder shrugs: From relaxed position with arms at side, shrug shoulders up toward ears, then back, then down and relax; repeat 10 times an hour

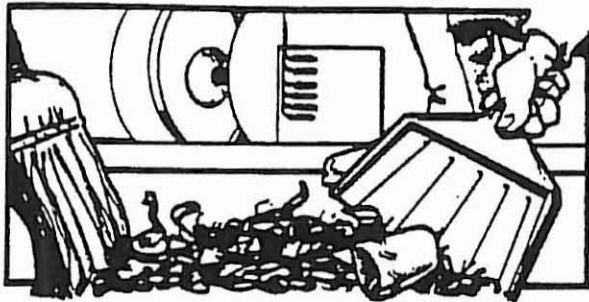
RCE: San Jose Mercury News; San Jose Physical Therapy and Sports Injury Center; "Computer Comfort," by Melissa Mayfield

EMPLOYEE AWARENESS

1. All employees must report any injuries or accidents to his/her supervisor as soon as possible.
2. Be aware of safety procedures.
3. Be trained on the proper way of lifting.
4. Be aware of all emergency exits.
5. Be aware of using all company supplies and power tools.
6. Be trained in the use and safety of all compressed gas cylinders.
7. Be trained in how to use all types of fire extinguishers.
8. Be aware of all no smoking areas.
9. Be trained in the safe handling of hazardous chemicals.
10. Be aware that you must wear your seat belt at all times in company vehicles.
11. Be trained on how to use the eye wash kit.
12. Be informed what industrial clinic we use and their phone number.
13. Be aware that your work area must be neat and clean to protect other employees and customers.
14. Be aware where all electrical breakers and switches are located in the shop.
15. Be trained in the proper type and use of all ladders.
16. Clean up all spills to prevent falls.
17. Be sure to use protection or safety cones whenever working in a parking lot.
18. Know the location of all first aid kits.
19. Know the location of phone numbers for fire department, police, and ambulance.

ELECTRICITY

On The Job Safety



Keep electrical equipment, machinery and work areas clean to prevent electric fire hazard

Each day electricity lights the office, runs the machinery, and heats the plant. It's easy but dangerous to take electricity for granted. To protect your co-workers, your family and yourself, practice electrical safety.

Electrical Hazards

Electric wiring, fixtures, equipment and machinery can be hazardous. First, they can cause fires and explosions. Wood, paper, and some chemicals can catch fire from just a spark. Second, electricity can burn, shock or even kill you, depending on the strength of the shock.

Third, when you are shocked, your muscles can contract violently, causing serious falls or other accidents.

Fourth, when electric equipment is not turned off after use, the next person to use it may not know the power is on. That person can be shocked or injured.

Understand Electricity Facts

Electricity travels over "conductors:" anything that allows electricity to flow. Electricity always tries to reach the ground. Excellent conductors include people, water, damp floors or

metal. An "insulator" is the opposite of a conductor. Electricity cannot flow easily through insulators like plastic, rubber boots, dry wood or glass.

Practice Electric Safety at Work

Protect yourself by following these important rules for electric safety.

1. Don't use any appliance or machinery while you are touching metal or anything wet.
2. Unplug machinery and appliances before cleaning, inspecting, repairing or removing anything from them.
3. Keep electrical equipment, machinery and work areas clean. Oil, dust, waste and water can be fire hazards around electricity.
4. Keep access to panels and junction boxes clear.
5. Move flammable materials away from electric heat sources and lights.
6. Know the location of fuses and circuit breakers.
7. If you are not trained to work in high voltage areas, do not enter them, even in an emergency.
8. Make sure all electrical equipment is properly grounded.

9. Plug power tools into grounded outlets installed with Ground Fault Circuit Interrupters (GFCIs).

10. Check with your local utility before you dig or work near suspended power lines. A "live" line is very dangerous.

11. If someone has been shocked, separate the victim from the current before doing first aid. If you can't turn off electricity easily, use rope, wood or other insulator to pull victim away.

12. Use "C" rated extinguishers for electrical fires. Never use water.

Report Unsafe Conditions

Report unsafe conditions such as the following to your supervisor.

- shocking, sparking, overheating or smoking machinery;
- corroded outlets, switches and junction boxes;
- extension cords in permanent use;
- exposed wiring, broken plugs, outlets, or walls; missing box covers or faceplates;
- outlets in damp areas without GFCI's

Electric Productivity

To stay productive and safe, follow these important rules for electrical safety. If you have questions, contact your supervisor or Safety Director.

X.

RECORD KEEPING

PURPOSE:

Record keeping serves four major functions within a safety program.

1. Documentation of injuries provide a medical/legal record of treatment and disposition of cases.
2. Comparisons between location, department, and/or operations are possible with good records.
3. Record keeping allows a measurement of progress or decline in loss experience.
4. Good records can be used to identify trends or areas requiring special or additional efforts.

TYPE OF RECORDS:

OSHA Form No. 200

Record keeping requirement established under the Occupational Safety and Health Act of 1970 must be complied with. All work related cases which involve deaths, lost work days, loss of consciousness, restriction of work or motion, transfer, termination and/or require medical treatment must be recorded on the OSHA form No. 200.

Of particular concern is the definition of the term "medical treatment". *Medical Treatment includes* treatment (other than first aid) administered by a physician or by registered professional personnel under the standing orders of a physician. *Medical Treatment does not include* first aid treatment (one time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care) even though administered by a physician or registered professional personnel.

Detailed Reports

Detailed reports will normally consist of the insurance reporting form (First Report of Injury) and supplemental reports. These along with any other reports concerning a specific injury should be maintained on record. These reports should be kept in file in chronological order by calendar year. Federal regulations require these injury reports to be maintained for five years.

RECORD USE:

The OSHA form 200 should be maintained, summarized and posted in compliance with federal regulations.

The OSHA form 200 is a good monitoring tool for the serious injuries and lost workday injuries. This form shows lost work days and restricted work days. Monitoring of this form will enable a location to see a rise or decline in severity of claims occurring.

INJURY REPORTING

When injuries occur, proper record keeping practices enable the determination of accident trends and target type injuries. It is then possible to develop program changes and corrective actions necessary to help reduce and prevent recurrences of injuries.

EMPLOYER'S FIRST REPORT OF INJURY

Many states require an employer to report within five days every industrial injury or occupational disease which (a) results in lost time beyond the day of injury or (b) requires medical treatment other than first aid.

In order to ensure that any medical cost arising from a work related injury is paid in a prompt manner and employees receive benefits due, an Employer's First Report of Injury should be completed and submitted to your insurance carrier. Contact your insurance carrier for report requirements.

GUIDELINES FOR DETERMINING RECORDABILITY on OSHA Log 200

Recordable

If injury or illness involves:

- Loss of consciousness (regardless of medical/first aid treatment).
- Restriction of work or motion (regardless of medical/first aid treatment).
- Transfer to another job (regardless of medical/first aid treatment).
- Termination of employment (regardless of medical/first aid treatment).
- Antiseptics applied on second or subsequent visit to a doctor or nurse.
- Burns of second or third degree.
- Butterfly sutures.
- Compresses, hot or cold, on second or subsequent visits to a doctor or nurse.
- Cutting away dead skin (surgical debridement).
- Diathermy treatment.
- Foreign bodies, removal if embedded in eye.
- Foreign bodies, if removal from wound requires a physician because of depth of embedment, size or shape of object(s) or location of wound.
- Infection, treatment for.
- Use of prescription medications.
- Soaking, hot or cold, on second subsequent visit.
- Sutures (stitches).
- Whirlpool treatment.
- X-ray which is positive.

Non-Recordable

If injury or illness involves:

- Antiseptics, application of, on first visit to a doctor or nurse.
- Bandaging on any visit to a doctor or nurse.
- Burns of first degree.
- Compresses, hot or cold, on first visit to a doctor or nurse only.
- Elastic bandage, use of, on first visit to a doctor or nurse only.
- Foreign bodies, not embedded; irrigation of eye for removal.
- Foreign bodies, removal from wound by tweezers or other simple techniques.
- Non-prescription medications, use of.
- Observation of injury on second or subsequent visit.
- Ointments applied to abrasions to prevent drying or cracking.
- Tetanus shots, initial or boosters alone.
- Hospitalization for observation (no treatment other than first aid).
- X-ray which is negative.

Guidelines for Reporting Occupational injuries and Illnesses to the National Safety Council, Using OSHA Recordkeeping Requirements

The purpose of these guidelines is to promote uniform recording, classification, and reporting to the National Safety Council of occupational injuries and illnesses, using the Recordkeeping Requirements under the Occupational Safety and Health Act of 1970. Based upon past experience, guidelines are necessary to provide the uniformity and consistency necessary for NSC statistics, contests, and award programs.

THE RECORDKEEPING REQUIREMENTS as written in the *Code of Federal Regulations*, as well as the burden placed on the employer to record those cases where there is doubt, make it impossible to devise a set of guidelines that will result in perfectly uniform recordkeeping. However, perfection is not possible under any recordkeeping system, as there will always be cases that fall into a gray area and are subject to varying interpretations. Hopefully, though, these guidelines can reduce the number of such cases and increase the consistency and uniformity of reporting using the OSHA recordkeeping system.

It must be stressed that these guidelines are *not a replacement* for the present *OSHA Recordkeeping Requirements* nor are they meant to change them. Rather, these guidelines are a clarification of and an adjunct to the requirements. As such, the guidelines should be used in conjunction with such federal publications as *Recordkeeping Requirements Under the Occupational Safety and Health Act of 1970* (Revised 1975),* U. S. Department of Labor, Occupational Safety and Health Administration, and *What Every Employer Needs to Know about OSHA Recordkeeping*, U. S.

Department of Labor, Bureau of Labor Statistics, Report 412 (Revised), 1973.**

Using these guidelines, participants would prepare reports for NSC by simply copying totals from the OSHA No. 102 *Summary Form* or tallying cases from the OSHA No. 100 *Log*.

How the guidelines are organized

Three decisions must be made in recording a case. First, it must be determined if the case is work-related. Second, it must be decided whether the case meets the criteria for recordability. If a case is recordable, a third decision must be made to determine the proper injury or illness classification. These guidelines consist of three sections that correspond to these three decisions:

- Section I—Work-related cases;
- Section II—Recordability;
- Section III—Classification by extent of injury or illness.

The first section deals with the concept of *work-related* injuries and illnesses and the determination of what cases occur in the work environment. The second section discusses which *work-related* injuries and illnesses are to be recorded and

presents information useful in distinguishing between *first aid* and *medical treatment*. The third section covers classification by extent of injury or illness:

- Deaths;
- Lost Workday Cases Involving Days Away From Work;
- Lost Workday Cases With Days of Restricted Work Activity;
- Non-Fatal Cases Without Lost Workdays.

Definitions of these classifications and points to be considered in making the distinctions between them are included.

In using these guidelines, remember that the final decision of whether to record a case and how to classify a recordable case rests with the employer. When the employer is in doubt about recordability or the extent of injury or illness, the case should be recorded and classified to the higher extent of injury or illness.

Section I—Work-Related Cases

Cases that are work-related and meet the criteria discussed in Section II should be recorded. No detailed definition of work-related is contained in any of the OSHA publications or in the law itself.

The broad concept is that any injury or illness "occurring in the work environment" is *work-related*. The OSHA Form 100, *The Log*, provides the following definition:

As of Jan. 1, 1977, NSC members will be asked to record their occupational injury and illness cases using the OSHA Recordkeeping System instead of the American National Standard Z16.1 for use in NSC programs. It is intended that these guidelines would be put into use by NSC members at that time as an aid in using the OSHA Recordkeeping System.

U. S. Department of Labor, Occupational Safety and Health Administration, Washington, DC 20210.

**U. S. Department of Labor, Bureau of Labor, Washington, DC 20212.

WORK ENVIRONMENT is comprised of the physical location, equipment, materials processed or used, and the kinds of operations performed by an employee in the performance of his work, whether on or off the employer's premises.

There are no stated exclusions of place or circumstance. Therefore, injuries or illnesses occurring in such places as the employee parking lot, lunch room or rest room, or during rest or lunch period on the employer's premises can be work-related. The final determination of whether any case is work-related must be made by the employer. Responsibility or fault does not enter into the decision of whether a case is work-related. In doubtful situations, a case should be recorded.

Section II—Recordability

Recordable Cases

Work-related cases are recordable that involve any of the following:

Deaths—All occupational deaths regardless of the time between injury and death or length of illness.

Injuries—All occupational injuries resulting in any of the following:

1) *Lost Workdays* (either Days Away From Work or Days of Restricted Activity);

2) *Medical treatment* other than first aid;

3) *Loss of consciousness*;

4) *Restriction of work or motion*;

5) *Transfer*. Temporary or permanent transfer to another job;

6) *Termination* of the injured or ill employees.

Illnesses—All occupational illnesses including, but not limited to, the following categories and examples:

1) *Occupational Skin Diseases or Disorders*—Examples: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers; poisonous plants; oil acne; chrome ulcers; chemical burns or inflammations; etc. (Direct contact causing tissue damage only, result-

ing from a thermal or chemical burn, is classified as an injury, not an illness case.)

2) *Dust Diseases of the Lungs* (Pneumoconioses)—Examples: Silicosis, asbestosis, coal worker's pneumoconiosis, byssinosis, and other pneumoconioses.

3) *Respiratory Conditions Due to Toxic Agents*—Examples: Pneumonitis, pharyngitis, rhinitis or acute congestion due to chemicals, dusts, gases, or fumes; farmer's lung; etc.

4) *Poisoning (Systemic Effects of Toxic Materials)*—Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide or other gases; poisoning by benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays such as parathion, lead arsenate; poisoning by other chemicals such as formaldehyde, plastics and resins, etc.;

5) *Disorders Due to Physical Agents (Other Than Toxic Materials)*—Examples: Heatstroke, sunstroke, heat exhaustion and other effects of environmental heat; freezing, frostbite and effects of exposure to low temperatures; caisson disease; effects of ionizing radiation (isotopes, X-rays, radium); effects of nonionizing radiation (welding flash, ultraviolet rays, microwaves, sunburn), etc.;

6) *Disorders Associated With Repeated Trauma*—Examples: Noise-induced hearing loss; synovitis, tenosynovitis, and bursitis; Raynaud's phenomena; and other conditions due to repeated motion, vibration, or pressure.

7) *All Other Occupational Illnesses*—Examples: Anthrax, brucellosis, infectious hepatitis, malignant and benign tumors, food poisoning, histoplasmosis, coccidioidomycosis, etc.

NOTE: Conditions resulting from animal bites, such as insect or snake bites, or from one-time exposure to chemicals are considered to be injuries.

A discussion of what constitutes Days Away From Work, Days of Restricted Work Activity, Temporary Transfers, Permanent Trans-

fers, and Terminations is contained in *Section III—Classification*.

Loss of consciousness of the employee for any period of time is self explanatory. Restriction of motion is not defined specifically in the OSHA publications or in the law. Each case must be judged individually to determine if there is more than a trivial amount of restricted motion, such as would occur when a small adhesive bandage was placed on the second joint of the finger. It should be noted here that damage to prostheses (such as false teeth) is not in and of itself grounds for recordability unless accompanied by other damage to the body that meets the recordability criteria.

The distinction between *medical treatment* and *first aid* is probably the most difficult of the recordability criteria to interpret. Medical treatment and first aid are defined in the same paragraph of the OSHA 100 Log as follows:

MEDICAL TREATMENT

includes treatment (other than first aid) administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does NOT include first aid treatment (one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care) even though provided by a physician or registered professional personnel.

The important point to be stressed is that the decision as to whether a case involves medical treatment should be made on the basis of whether the case normally would require medical treatment. The decision cannot be made on the basis of who treats the case. First aid can be administered by a physician and medical treatment by someone other than a physician.

It is not possible to list all types of medical procedures and treatments and on that basis alone determine if first aid or medical treatment was involved. For example, whirlpool treatments, heat treatments, application of hot or cold compresses, or elastic bandages are not in and of themselves either first aid or medical treatment.

What follows is a discussion of *Diagnostic procedures and preventive procedures and treatments*, both of which are not in and of themselves medical treatment. Next is a discussion of *Treatments that are almost always medical treatment*, and comments on *Medical treatment and first aid for certain types of injuries*.

Diagnostic procedures

Hospitalization for observation, where no medical treatment is rendered other than first aid, is *not* considered medical treatment. However, if the employee misses any part of his next scheduled shift, the case would become recordable because of lost workdays.

Visits to a physician or nurse for observation *only* or for a routine change of dressing are *not* medical treatment.

X-ray examination for fractures is considered diagnostic procedure and as such is *not* medical treatment or first aid. Where the X-ray is negative, the case is not recordable, unless the injury required other medical treatment or met one of the other criteria for recordability.

Physical examination yielding few or no findings, and not substantiating subjective complaints in questionable cases, is *not* medical treatment.

Reactions to or side effects of diagnostic procedures, which are necessitated by a work-related injury or illness and which meet the criteria for recordability, *should* be recorded.

Preventive procedures and treatments

Tetanus shots—Either initial tetanus shots or boosters, are considered preventive in nature and are *not* in and of themselves considered medical treatment. However, treatment of a reaction to a tetanus shot administered because of an injury *would* be considered medical treatment, and would make the case recordable.

Prescription medication—Any use of prescription medication normally constitutes medical treatment. However, it should be considered first aid when a single dose or application of a prescription medication is given on the first visit merely for relief of pain or as preventive treat-

ment for a minor injury. This situation can occur at facilities having dispensaries stocked with prescription medications frequently used for preventive treatment and relief of pain and attended by a physician or nurse operating under the standing orders of a physician. The administration of nonprescription medication in similar circumstances would be considered first aid.

Ointments and salves—The application of ointments and salves to prevent the drying or cracking of skin at the site of a minor injury can be considered first aid.

Antiseptics and dressings—The application of antiseptics to minor injuries, which do not themselves require medical treatment, can be considered first aid. Changing the bandage or dressing on an injury, which did not require medical treatment, because the bandage or dressing has become dirty, is considered to be first aid.

Preventive medication—Reaction to preventive medication (not administered because of an occupational injury or illness) administered in plant (such as flu shots) would not constitute a recordable case.

Off-the-job cases—In-plant treatment of off-the-job injuries and illnesses is not recordable.

Treatments that are almost always medical treatment

Sutures—The suturing of any wound.

Fractures—Treatment of fractures.

Casts—Application of a cast or other professional means of immobilizing an injured part of the body.

Infections—Treatment of infection arising out of an injury.

Bruises—Treatment of a bruise by drainage of blood.

Debridement—Surgical debridement, that is, the removal of dead or damaged skin.

Abrasions—Treatment of abrasions that occur to greater than full skin depth.

Prescriptions—Administration of prescription medicines are usually *medical treatment*. (See also *Pre-*

ventive procedures and treatments.)

Burns—The treatment of second and third degree burns is almost always medical treatment.

Medical treatment and first aid for certain types of injuries

Cuts and lacerations—

First aid treatment is limited to cleaning wound, soaking, applying antiseptic and nonprescription medication and bandaging on first visit. Follow-up visits limited to observation including changing dressing and bandage. Additional cleaning and application of antiseptic permissible as first aid where it is required by work duties that are likely to soil the bandage. The application of butterfly closures for *cosmetic purposes only* can be considered first aid.

Medical treatment includes the application of butterfly closures for noncosmetic purposes, sutures (stitches), surgical debridement (cutting away dead skin), treatment of infection, or other professional treatment.

Abrasions—

First aid treatment for abrasions is the same as for cuts and lacerations except ointments can be added on follow-up visits to prevent drying and cracking of skin.

Medical treatment includes careful examination for removal of imbedded foreign material, multiple soakings, whirlpool treatment, treatment of infection, or other professional treatment. Any case involving more than a minor, spot-type injury. Treatment of abrasions occurring to greater than full skin depth is considered medical treatment.

Bruises—

First aid treatment is limited to a single soaking or application of cold compresses. Follow-up visits limited only to observation.

Medical treatment includes multiple soakings, draining of collected blood, or other extended care beyond observation.

Splinters and puncture wounds—

First aid treatment is limited to cleaning the wound, removal of foreign object(s) by tweezers or other simple techniques, application of antiseptics and nonprescrip-

tion medications, and bandaging on first visit. Follow-up visits are limited to observation including changing bandage. Additional cleaning and application of antiseptic permissible as first aid where it is required by work duties that are likely to soil the bandage.

Medical treatment consists of removal of foreign object(s) by physician due to depth of imbedment, size or shape of object(s) or location of wound. Treatment for infection, treatment of a reaction to tetanus booster, or other professional treatment is considered medical treatment.

Burns, thermal and chemical (resulting in destruction of tissue by direct contact)—

First aid treatment is limited to cleaning or flushing the surface, soaking, applying cold compresses, antiseptics and/or non-prescription medications and bandaging on first visit. Follow-up visits restricted to observation, changing bandages or additional cleaning. Most first degree burns are amenable to first aid treatment.

Medical treatment includes a series of treatments including soaks, whirlpool, and surgical debridement (cutting away dead skin). Most second and third degree burns require medical treatment.

Sprains and strains—

First aid treatment is limited to soaking, application of cold compresses, and use of elastic bandage on first visit. Follow-up visits for observation, possibly including reapplying bandage, are first aid.

Medical treatment includes a series of hot and cold soaks, use of whirlpools, diathermy treatment, or other professional treatment.

Eye injuries—

First aid treatment is limited to irrigation, removal of foreign material not imbedded in eye, and application of nonprescription medications. Precautionary visit (special examination) to physician is considered as first aid if treatment is limited to above items. Follow-up for observation only.

Medical treatment cases involve removal of imbedded foreign objects, use of prescription medica-

tions, or other professional treatment.

Inhalation of toxic or corrosive gases—

First aid treatment is limited to removal of the employee to fresh air or the one-time administration of oxygen for several minutes.

Medical treatment consists of any professional treatment beyond that mentioned under first aid and all cases involving loss of consciousness.

Section III—Classification by Extent of Injury or Illness

There are four classes, based on extent of injury, used in the OSHA recordkeeping system as defined below. An injury or illness should be classified according to its most severe consequence. For example, a case might first become recordable as a Non-Fatal Case Without Lost Workdays. Subsequently, the injured or ill employees may lose workdays because of the injury or illness. The case then becomes a Lost Workday Case and should be counted under that classification. Because a particular injury or illness should be counted in *only one* of the four classifications, this case would be removed from the total of Nonfatal Cases Without Lost Workdays when the employer becomes aware of the lost workdays.

There is an additional category for those cases where injury or illness resulted in termination or permanent transfer. Any case involving termination or permanent transfer must *also* be classified by extent of injury or illness.

Any case that results in death is counted in that classification *only*. Any lost workdays, transfers, or terminations, which have been recorded prior to the occurrence of death, should be lined out on the OSHA Log and not included in the totals for those classifications when summaries are made or reported to the National Safety Council.

Deaths

Any work-related injury or illness that results in the death of the employee, regardless of the length of time between injury and death,

or the length of illness is recordable.

Lost Workday Cases Involving Days Away From Work

Cases that result in one or more Days Away From Work are recordable. Days Away From Work are those workdays (consecutive or not) on which the employee would have worked but could not because of occupational injury or illness. The number of lost workdays should *not* include the day of injury or onset of illness or any days on which the employee would not have worked even though able to work.

Weekends — For example, if an employee, who is scheduled to work Monday through Friday, is injured on Friday and returns to work on Monday, the case does not involve any Days Away From Work even if the employee was unable to work on Friday, Saturday, or Sunday. If this same employee had been scheduled to work on Saturday, even if that Saturday constituted overtime, the Saturday would be counted in the Days Away From Work, and the case would be classified as a Lost Workday Case with Days Away From Work.

Irregular shifts — For employees not having a regularly scheduled shift, *i.e.*, certain truck drivers, construction workers, farm labor, casual labor, part-time employees, etc., it may be necessary to estimate the number of lost workdays. Estimates of the number of days that the employee would have worked should take into account the prior work history of the employee and days worked by fellow employees, not ill or injured, working in the same department or occupation as the ill or injured employee.

Doubtful cases — In some cases an injured or ill employee will miss one or more scheduled days or shifts beside the day of injury or onset of illness, but it will be uncertain whether the employee was truly unable to work on the days missed. Such cases may arise when a physician judges that the employee is able to work but the employee decides that he is not. In such cases, the employer should not rely solely on the physician's opinion. He should make the final judgment himself, based on all the

evidence at his disposal. Again, the rule should be "when in doubt, record the case."

Full shifts only — Days Away From Work should include only those full days or shifts that are missed by the employee. The loss of a part of a day or shift would be counted under Days of Restricted Work Activity as defined below.

Restricted days — A Lost Workday Case Involving Days Away From Work may also result in Days of Restricted Activity. Such a case will be recorded as only one case, but will have days recorded under both categories of recordable days.

Lost Workday Cases With Days of Restricted Work Activity Only

These are cases that result in one or more days of Restricted Work Activity but do not result in any Days Away From Work. Although the OSHA Log and the OSHA Summary contain a separate classification for Days of Restricted Work Activity, the Summary does not provide a separate column for entering the number of such cases. This number can be arrived at by subtracting the number of Cases Involving Days Away From Work (Column No. 4 on the OSHA 102 Summary) from the number of Total Lost Workday Cases (Column No. 3). Days of Restricted Work Activity include those days (consecutive or not, but *excluding* the day of injury or onset of illness) on which one of the following occurred:

1) **Temporary assignment** — The employee was assigned to another job on a temporary basis. Even if the employee normally shifts from job to job within an occupational classification, if any switch or transfer is occasioned by a work-related injury or illness, the case involves Days of Restricted Work Activity. Such days are meant to cover all days on which the employee was unable to contribute a full day's work on all parts of his permanent job. In cases where an employee is not working at his regular job and is injured or becomes ill and is transferred back to his original job, which he can perform without limitation, there are no Days of Restricted Work Activity.

2) **Loss of part of shift** — The employee worked at a permanent job less than his full shift or normal day. Loss of a full day or shift would constitute a Lost Workday Away From Work.

3) **Restricted work activity** — The employee worked at a permanently assigned job but could not perform all duties normally connected with it. All days (excluding the day of injury or onset of illness), for which the employee was scheduled to work, and could not perform *all or any part* of his normal assignment during *all or any part* of the workday or shift, should be considered Days of Restricted Work Activity.

Estimating days lost — As in determining whether or not a case involves Days Away From Work, there may be cases where the employer must estimate the number of days for those employees working irregular or unusual shifts. Again, the final determination as to whether a case involves Days of Restricted Work Activity must be made by the employer, considering all evidence, and recording the case if there is any doubt.

Precautionary transfers — If an employee is transferred to another job as a precautionary measure while his case is being diagnosed, the case should be included under Lost Workday Cases with Days of Restricted Work Activity only if the transfer proves necessary (that is, the diagnosis indicates that such a transfer was indeed necessary).

When to stop counting — The number of Days of Restricted Work Activity can end for a particular case in the following ways:

- The employee is able to return to his regularly scheduled job and is able to perform all of its duties for a full day or shift.
- The employee is *permanently* transferred to another permanent job (which would be recorded under Permanent Transfers and Terminations). If this happens, even though the employee could not perform his original job any longer, the Days of Restricted Work Activity will stop.
- The employee is terminated

or leaves the job. (Terminations would also be recorded under Permanent Transfers and Terminations.)

- If the employee continues on his regular job for a long period of time, even though he cannot perform all parts of it, the job can be considered to be redefined after a reasonable period of time and the Days of Restricted Work Activity will stop. It is not practical to continue to count Lost Workdays for the rest of the work life of such employees.

Non-Fatal Cases Without Lost Workdays

This classification would include those cases that are recordable (as defined in Section II) but do not result in Death or Lost Workdays (either Days Away From Work or Days of Restricted Work Activity) as discussed above. These are primarily cases involving medical treatment only.

Restriction of motion — One of the criteria for recordability, as opposed to classification, is any restriction of motion. As some restrictions of motion may not affect the employee's ability to perform all the duties normally connected with his job, it is possible to record a case because of restriction of motion as a Non-fatal Case Without Lost Workdays.

Date of Recordability

Injury — An injury should be charged to the date on which it occurred, not the date when it is reported or brought to the attention of the employer. If the extent of injury changes, such as a case originally recorded as a Non-fatal Case Without Lost Workdays which subsequently results in Lost Workdays, the date of recordability does not change.

Illness — For occupational illnesses, the case is charged to the date on which the illness is diagnosed or brought to the attention of the employer. As with injuries, as outlined above, any changes in the outcome of the case would not change the date against which the illness is charged.—End.

XI.

FORMS, CHECKLIST AND REPORTS

FORMS

Listed below are the various forms, checklists, and other documents which may be required in your safety program. These are acquired through various sources which are also listed below.

<u>NAME</u>	<u>SOURCE</u>
Accident Investigations	Division Office
Supervisor's Accident Investigation	Division Office
Store Hazard Checklist	Division Office
Office Safety Checklist	Division Office
Warehouse Checklist	Division Office
New Employee Safety & Health Orientation Checklist	Division Office
Evaluation - Safety	Division Office
OSHA Log No. 200	U. S. Department of Labor OSHA
Health and Safety Training Record	Division Office



ACCIDENT INVESTIGATION

Date: _____ Completed by: _____
Employee involved: _____ Employee's position: _____
Job title: _____ Division number: _____ Location number: _____
Date of hire: _____ How long at current job: _____
Had employee been through training store? Yes _____ No _____ (stores only)
What safety training had employee received? _____
Date of accident: _____ Date injury reported: _____
Was first aid given: Yes _____ No _____ By whom: _____

Nature and severity of injury:

☐ 100 Skull ☐ 110 Scapula ☐ 120 Face ☐ 130 Eye ☐ 140 Ear ☐ 200 Neck ☐ 210 Neck-Throat ☐ 300 Shoulders ☐ 310 Back ☐ 320 Chest ☐ 400 Abdomen ☐ 410 Inguinal ☐ 420 Rectum ☐ 430 Genitals ☐ 130 Teeth	INJURED PART (Check One or Two) *For These Parts, Indicate: 1-Right, 2-Left or 3-Both Upper Extremities ☐ 50 Upper Arm* ☐ 51 Elbow* ☐ 52 Lower Arm* ☐ 53 Wrist* ☐ 54 Hand* ☐ 55 Thumb* ☐ 56 2nd Finger* ☐ 57 3rd Finger* ☐ 58 4th Finger* ☐ 59 5th Finger*	TYPE OF INJURY (Check One) 01 Laceration 02 Incised Wound 03 Puncture 04 Amputation 05 Avulsion 06 Abrasion 07 Scald 08 Burn 09 Contusion 10 Frost, Simple 11 Frost-Comp. 12 Contusion 13 Burn 14 Irritation 17 Infection of wound 18 Internal 19 N.A.I. 20 Blunt
--	---	---

CC 00
☐ 1 Minor
☐ 4 Major

SEVERITY
(Check One)

☐ 2 Dr. Care
☐ 3 Fatal
☐ 5 Serious
☐ 6 Non-Individual

How did accident occur (brief description): _____

ACCIDENT TYPE (Check One) ☐ 00 Striking Against ☐ 01 Struck By ☐ 02 Caught In or Between ☐ 03 Fall - Same level ☐ 04 Fall - Different level ☐ 05 Slip ☐ 06 Temperature Extreme ☐ 07 Inhalation, Irritation ☐ 08 Electrical Contact ☐ 09 Chemical Contact ☐ 10 Lifting, Pushing, Pulling ☐ 20 N.E.C.	UNSAFE MECHANICAL OR PHYSICAL CONDITION (Check One) ☐ 0 Improperly Guarded ☐ 1 Defect of Equipment ☐ 2 Housekeeping ☐ 3 Improper Illumination ☐ 4 Improper Ventilation ☐ 5 Defective Apparel ☐ 6 Improper Design ☐ 9 Other (Please Specify)	UNSAFE ACT (Check One) ☐ 00 Operating Without Authority ☐ 01 Using Unsafe Speed ☐ 02 Making Safety Devices Inoperative ☐ 03 Using Unsafe Equipment or Using Unsafe ☐ 04 Unsafe Loading, Piling, Mixing ☐ 05 Unsafe Posture or Position ☐ 06 Working on Moving Equipment ☐ 07 Horseplay, etc. ☐ 08 Failure to Use Protective Equipment or Clothing ☐ 09 (Please Specify) ☐ 10 Improper Method ☐ 11 Failure to be Warned	UNSAFE PERSONAL FACTOR (Check One) ☐ 0 Improper Attitude ☐ 1 Lack of Knowledge or Skill ☐ 2 Bodily Defects ☐ 3 Lack of Instructions ☐ 4 Irritation - Injured ☐ 5 Willful Disregard of Safety rules or instructions ☐ 6 Inexperience ☐ 7 Inattention - Fellow Worker ☐ 8 (Please Specify)
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Recommendation to prevent recurrence: _____

What action has been taken? _____

SAFETY COORDINATOR COMMENTS

Recommendations: _____

MANAGER'S COMMENTS

Final order: _____

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

See reverse side for directions to complete this form.

IDENTIFICATION

Date of Accident: _____ Time: _____ Date Reported: _____
Employee Involved: _____
Position: _____ Department: _____
Date Employed: _____ Experience on Job: _____
Supervisor: _____
Witnesses: _____

INCIDENT

Accident resulted in: ☐ Injury ☐ Illness ☐ Property Damage ☐ Close Call
Recordability: ☐ First Aid ☐ Medical ☐ Lost Time ☐ No Injury/Illness
Nature of Injury: _____ Part of Body: _____
Type of Accident: _____
Description of Accident: _____

ANALYSIS

Describe Underlying Cause(s) or Failure(s): _____

Describe Hazards, Unsafe Condition(s) or Act(s): _____

CONTROLS

Recommended Corrective Action: _____

Action Taken: _____

Signed: _____ Department: _____ Date: _____

FOLLOW UP

Safety Committee Recommendations: _____

Signed: _____ Date: _____

Special Orders: _____

Signed: _____ Date: _____

Note to Supervisor:

Remember, an accident investigation is not designed to find fault or place blame. It is an analysis to determine causes that can be controlled or eliminated.

IDENTIFICATION

Section is self explanatory. When completing this form, fill out the entire section.

INCIDENT

Accident resulted in: Check appropriate box.

Recordability: Check appropriate box based on:

- first aid—resulted in minor injury/treatment administered by trained first aider - on premises
- medical treatment—resulted in more serious injury/treatment administered by physician, emergency room—off premises.
- lost time—employee missed more than ½ day from work.

Provide a brief description of the following:

- Nature of Injury—principal physical characteristics/what happened to employee, i.e.: sprain, contusion, burn, laceration, etc.
- Part of Body—body part directly affected by injury, i.e.: hand, fingers, arm, back, shoulder, etc. Be specific.
- Type of Accident—brief classification of type of accident i.e.: material handling (lifting, pulling, pushing), contact with hot substance, slip/trip/fall, struck by/against, fall from elevation, etc.

Description of Accident: Describe in detail what happened; where it happened; why it happened; how it happened; what materials, equipment or conditions were involved; when it happened, etc. Provide prompt, accurate, thorough information.

ANALYSIS

Describe all underlying cause(s) or failure(s) which contributed to the accident:

- underlying causes/failures—possible safety program deficiencies, i.e.: ineffective rules/regulations, ineffective employee training, inadequate or unsafe job procedure, etc.

Describe all hazard(s), condition(s) or act(s) which contributed to the accident:

- unsafe conditions—hazardous or unsafe physical condition or circumstance, i.e.: congested production area, spill (grease, oil, water, etc.) on floor, inadequate lighting, poor housekeeping, defective equipment, poor ventilation, etc.
- unsafe acts—unsafe work practice, i.e.: failure to place warning signs/tags/signals, leaving spills on floor, using defective equipment, horseplay, substance abuse, failure to use personal protective equipment, etc.

CONTROLS

Whenever hazards, unsafe acts or unsafe conditions and the underlying causes or failures are discovered, corrective actions should be implemented to address these weaknesses, i.e.: development or modification of safety rules/regulations, revision/modification of facility inspection program, correcting the unsafe physical condition, providing employee safety training, conducting a job safety analysis, implementing a safety program or activity, etc.

FOLLOW UP

Once investigations are completed, they should be periodically reviewed. This will ensure that proper controls were implemented and that the corrective actions remain a part of the safety program.

The safety committee and/or management are good sources to conduct this review. They can determine if the investigations are conducted in a timely fashion, if they're thorough and if they're accurate. They should recommend any additional corrective action needed and monitor the implementation of any recommended controls.

STORE HAZARD CHECKLIST

Store _____

Date _____

Walking and Working Surface

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Are aiseways and floors in good repair? | ☐ | ☐ |
| 2. Are floor holes, such as drains, covered? | ☐ | ☐ |
| 3. Are short or low display items away from high traffic patterns, such as, front door, register, etc... | ☐ | ☐ |
| 4. Are all water sources free of leaks or spills? | ☐ | ☐ |
| 5. Are parking lot surfaces free of pot holes, etc...? | ☐ | ☐ |
| 6. Are parking lot drains or other covers in place? | ☐ | ☐ |
| 7. Are storerooms and hallways orderly and clean? | ☐ | ☐ |

Medical & First Aid Facilities

- | | | |
|--|--------------------------|--------------------------|
| 1. Are adequate supplies available to treat minor injuries or to render First Aid? | ☐ | ☐ |
| 2. Are emergency telephone numbers posted near the telephone? | ☐ | ☐ |
| 3. Are all injuries occurring reported to the supervisor and documented? | ☐ | ☐ |

Fire Protection

- | | | |
|---|--------------------------|--------------------------|
| 1. Are fire extinguishers of the multipurpose variety? | ☐ | ☐ |
| 2. Are extinguishers fully charged and mounted in a designated location? | ☐ | ☐ |
| 3. Are extinguishers located along normal paths of travel? | ☐ | ☐ |
| 4. Are all extinguishers free of obstructions or blockage? | ☐ | ☐ |
| 5. Have extinguishers been serviced within the past year and is a dated service tag attached? | ☐ | ☐ |

Electrical Equipment & Wiring

- | | | |
|---|--------------------------|--------------------------|
| 1. Are junction boxes, outlets, switches, etc. provided with cover plates? | ☐ | ☐ |
| 2. Have exposed wires, frayed cords, deteriorated insulation been repaired or replaced? | ☐ | ☐ |
| 3. Are all breaker switches identified as to their use? | ☐ | ☐ |
| 4. Are all appliances such as polishers, amusement machines, etc. grounded? | ☐ | ☐ |
| 5. Do all extension cords being used have a ground wire? | ☐ | ☐ |

Gasoline Service**YES****NO**

1. Are gasoline pumps provided with guard post or other barrier protection? ☐ ☐
2. Are No Smoking and Turn Off Engine signs posted? ☐ ☐
3. Is combustible trash and waste kept in a metal container and emptied daily? ☐ ☐
4. Are all gas pumps provided with automatic shutoff devices and without trigger hold latches? ☐ ☐
5. Will all gas overflow travel away from the building? ☐ ☐
6. Are storage tank access lids in place? ☐ ☐

General

1. Are all accumulations of combustible refuse regularly removed from the building? ☐ ☐
2. Have all broken windows, plastering, partitions and flooring and other similar defects been listed for repair? ☐ ☐
3. Do front doors operate properly and are they in good repair? ☐ ☐
4. Is a step ladder provided, in good repair without cracks, splits or other defects? ☐ ☐
5. Are other hazards observed properly safeguarded? ☐ ☐
6. Are all State/OSHA and other required legal postings prominently displayed? ☐ ☐

COMMENTS: (provide details for all no answers)

Completed by _____

NEW EMPLOYEE SAFETY & HEALTH ORIENTATION CHECKLIST

Employee: _____ Position: _____

Date of Hire: _____ Location Number: _____

MANAGEMENT

Date Completed

- A. Greet and congratulate employees for their new job with 7 - Eleven. _____
- B. Review 7 - Eleven's commitment to safety and providing a safe work environment. _____

Completed By: _____

PERSONNEL

- A. Review safety and health program structure and activities. _____
- B. Explain employee's role in safety and health program _____
- C. Instruct employee on hazard reporting system. _____
- D. Explain injury reporting procedures. _____
- E. Explain first aid and medical facilities available in case of an injury and how to obtain treatment. _____
- F. Review general safety rules including giving a copy to employee. _____
- G. Explain disciplinary actions for violation of safety rules. _____
- H. Re-state importance of safety and health and employee's role. _____

Completed By: _____

SUPERVISOR

- A. Explain safety and health's importance to department's functioning. _____
- B. Show where nearest first aid station is located. _____
- C. Explain that all unsafe conditions must be reported at once. _____
- D. Discuss safety and health rules in general and specific rules for department and position. _____
- E. Describe specifically hazards associated with job and the safe guards provided. _____

Completed By: _____

Employee Sig. _____

EVALUATION: SAFETY



NAME: _____
D. _____

SCORE: _____ of _____

CIRCLE THE LETTER OF THE ONE STATEMENT WHICH
BEST ANSWERS EACH OF THE FOLLOWING QUESTIONS

1. What safety precaution should you take when picking up broken glass?

- a. use a broom and dust pan
- b. sweep glass into back room
- c. use bare hands

2. CO₂ gas cylinders should be stored in what position?

- a. sideways
- b. tilted, leaning against the wall
- c. upright and chained

3. What regulation concerning smoking near the gasoline pumps must you always observe?

- a. no smoking within 5 feet of pumps
- b. no smoking
- c. smoking permitted only inside automobiles

4. What should you do if something is spilled in the store?

- a. block off area
- b. ask responsible party to clean it up
- c. clean it up as soon as possible

CIRCLE T IF THE FOLLOWING STATEMENTS ARE TRUE
OR F IF THE FOLLOWING STATEMENTS ARE FALSE.

- T F 5. All exits and storage areas should be kept uncluttered.
- T F 6. The CO₂ tank should be secured to the wall at all times.
- T F 7. It is suitable to wear sandals or open-toed shoes to work.

FILL IN THE FOLLOWING BLANKS WITH THE APPROPRIATE ANSWER.

8. When lifting heavy objects, you should lift with what part of your body?

Where will you find the following in this and most other 7-Eleven stores?

- 9. a. breaker box: _____
- 10. b. fire extinguisher: _____
- 11. c. emergency phone numbers: _____

OTE: Franchisees are independent contractors, and as such are free to set their own store policies and procedures. The Franchisee should evaluate these guidelines and determine whether additional or different guidelines or procedures should be implemented.

Health and Safety Training Record

The following employees attended Health and Safety Training covering the following subjects:

on (date) _____

conducted by (name of trainer) _____

Employee Name

Department

Signature

cc. Each employee's personnel file

SAFETY TRAINING - GENERAL