



Arts, Recreation and Entertainment Employee Safety Manual

An Employee Guide to Safety Policies and Procedures to Support a Safety-Conscious Work Environment

Provided by: Gallagher Franchise Solutions

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Commitment to Safety

Pinot's Palette recognizes that employees drive our business. As our most critical resource, employees will be safeguarded through training and procedures that foster protection of health and safety. All work conducted by Pinot's Palette's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Pinot's Palette is firmly committed to the safety of our employees. We are committed to providing a safe working environment and will do everything possible to prevent workplace accidents.

We value our employees not only as employees but also as human beings critical to the success of their families and the local community.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state and local policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Pinot's Palette will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Pinot's Palette subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Pinot's Palette in higher regard with customers and increases productivity. This is why Pinot's Palette will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Pinot's Palette is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Pinot's Palette will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance along with working conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way with Pinot's Palette operations. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Pinot's Palette must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

President

Risk Manager

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Employee Safety Responsibilities

The primary responsibility of Pinot's Palette employees is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe and obey Pinot's Palette's rules and established policies for health, safety and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, they are under instruction **NOT** to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with their supervisor, an employee still has questions or concerns, they are required to contact the Safety Coordinator.

NO EMPLOYEE IS EVER REQUIRED to perform work that they believe is unsafe or that they think is likely to cause injury or a health risk to themselves or others.

General Safety Rules

Conduct

Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on company property, or on company time, is forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

Housekeeping

Whether indoors or outside, you are responsible for keeping your work area clean and safe. Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away as you are finished with them.

When working indoors the following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls and switches

Injury Reporting

All work-related injuries must be reported to your supervisor as soon as practicable. Failure to report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

Pinot's Palette provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while remaining productive. Employees are required to return to work immediately upon release.

Employee Safety Responsibilities

Off-Site Safety

If Pinot's Palette duties take you to an offsite location you are expected to continue to maintain a high standard for safety.

- a. Employees of Pinot's Palette are required to follow all company standard safety and security procedures during off-site visits.
- b. If your contact person does not advise you regarding safety hazards:
 - Note emergency exit location(s) when indoors.
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three-point contact (hand on rail and feet on stairs).
 - Look for features on a property that could present a unique hazard to the task at hand.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

Periodic Inspections

It is the policy of our company that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as they relate to employees, contractors and vendors.

All employees are responsible for cooperating during these inspections, and managers and supervisors are responsible for initiating corrective actions to improve items discovered during walk-through inspections.

Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or falls ill due to a work-related condition. We believe that such absences cost both Pinot's Palette and our employees. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Pinot's Palette has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Pinot's Palette wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If there seems to be a reasonable connection between the incident and the use of drugs or alcohol, the employee may be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Pinot's Palette will not accept a general note stating only that you are to be off work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program and may result in disqualification for certain other employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Pinot's Palette approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request / Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.

Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your supervisor and the Human Resources Department.

Emergency Action Plan

General Emergency Guidelines

- Stay calm and think through your actions.
- Know the emergency numbers:
 - o Fire/Police/Ambulance 911
 - o Internal Emergency Number _____
 - o Human Resources _____
 - o Page _____
 - o Operator "0"
- If indoors, know where the exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not be reprimanded if you act in good faith and it turns out to be a false alarm.
- First aid supplies and emergency equipment are located _____ for use by those who are authorized and properly trained.

Evacuation

- Employees will be notified of a possible fire, either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a potential fire, employees should immediately evacuate the job site. Do not delay evacuation to get personal belongings or to wait for co-workers.
- Supervisors should be the last persons to leave the area after checking the job site to be sure that all personnel has evacuated.
- Any employee having a mobility, visual, hearing or other condition which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the affected area, all personnel should report for a head count.
- If any employee is missing, an immediate report should be made to the incident commander who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a job site or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call _____ to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
 - P**=Pull the safety pin
 - A**=Aim the nozzle at the base of the fire
 - S**=Squeeze the operating lever
 - S**=Sweep side to side covering the base of the fire
 - * When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.
 - * Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate immediately.
- Have someone notify the incident commander of where the fire is located. They will relay this information to the fire department.

Medical Emergency

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved and careful not to come in contact with any bodily fluids.
- Send two persons (greeters) to receive emergency responders. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire department personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

Severe Weather

- Facility management will monitor a weather alert radio. If a severe weather report is issued, they will immediately page the following announcement:

- Employees will be instructed where to go for safety and should proceed there after all equipment has been shut down and secured. When the severe weather warning is cancelled, management will notify employees that it is safe to return to work areas.

Emergency Contact Information

FIRE DEPARTMENT: _____

TELEPHONE: _____

POLICE DEPARTMENT: _____

TELEPHONE: _____

EMERGENCY MEDICAL SERVICES (AMBULANCE): _____

TELEPHONE: _____

HOSPITAL: _____

TELEPHONE: _____

DOCTOR: _____ **ADDRESS:** _____

TELEPHONE: _____

JOBSITE TELEPHONE NUMBERS:

PROJECT NAME/NUMBER: _____

ADDRESS: _____

TELEPHONE: _____

SITE SUPERINTENDENT: _____

Cell/Home TELEPHONE: _____

CLIENT CONTACT: _____

OFFICE TELEPHONE: _____

Cell/Home TELEPHONE: _____

Sexual Harassment Policy

Pinot's Palette does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers or persons doing business with Pinot's Palette. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion or national origin; sexual advances; requests for sexual favors and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Sexual harassment, one type of prohibited harassment, has been defined according to Pinot's Palette guidelines as:

- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
 - Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
 - *Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.*

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation;
- Explicit or degrading verbal comments about another individual or their appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures;
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation.

Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a non-employee should report such harassment to their supervisor. Appropriate action will be taken with respect to violation of this policy by any non-employee.


If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that their actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or the Employee Relations Department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Pinot's Palette's obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

Workplace Violence



Pinot's Palette has a zero-tolerance policy for violence in the workplace. Employees that engage in threatening or violent behavior will face disciplinary action, up to and including termination.

- Any employee who feels that they have been threatened should immediately report their concern to their supervisor and to Human Resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources. Always stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

Access to Employee Exposure & Medical Records

Employees and former employees who are, have been or will be exposed to toxic substances or harmful physical agents can access exposure and medical records maintained by Pinot's Palette upon request

Vehicle Use Policy

To: All drivers of **Pinot's Palette**

Effective: _____

This policy applies to:

- Vehicles owned, leased or rented to Pinot's Palette.
- Personally owned vehicles driven by employees on behalf of Pinot's Palette.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Pinot's Palette.

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for Pinot's Palette business:

- Your Personal Auto Liability insurance is the primary payer. 's insurance is in excess of your coverage.
- You should carry at least \$_____ per occurrence liability coverage. Evidence of insurance coverage is to be provided to Pinot's Palette each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- Pinot's Palette is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Liability and negligence will be determined after a thorough investigation.
- Report the accident to Pinot's Palette as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

Employee's Signature

Date

Motor Vehicle Record (MVR) Grading Criteria [Last 3 Years]










The following chart serves as a guideline for evaluating an employee's motor vehicle record (MVR). An employee with an MVR grade of "poor" may not be insurable by our insurance carrier. If driving is a required part of an employee's position at Pinot's Palette, the inability to be insured could jeopardize employment. Note that any major violation will result in a poor score.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violations
All moving violations not listed as a major violation.	<ul style="list-style-type: none"> ▪ Driving under influence of alcohol/drugs ▪ Failure to stop/report an accident ▪ Reckless driving/speeding contest ▪ Driving while impaired ▪ Making a false accident report ▪ Homicide, manslaughter or assault arising out of the use of a vehicle ▪ Driving while license is suspended/revoked ▪ Careless driving ▪ Attempting to elude a police officer

Hazard Communication

1. All Pinot's Palette employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDSs detail the chemical contents, associated hazards and general safe handling guidelines. At Pinot's Palette, the SDS collection is located at _____. Employees are free to utilize the SDS as needed.
3. General rules for handling chemicals:
 - Read all label warnings and instructions.
 - Follow instructions for quantity. More does not mean better.
 - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to your jobsite manager and Human Resources.
4. All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

Health Hazard  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity 	Flame  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides 	Exclamation Mark  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer 	Gas Cylinder  <ul style="list-style-type: none"> • Gases under pressure 	Corrosion  <ul style="list-style-type: none"> • Skin corrosion/burns • Eye damage • Corrosive to metals 	Exploding Bomb  <ul style="list-style-type: none"> • Explosives • Self-reactives • Organic peroxides
			Flame Over Circle  <ul style="list-style-type: none"> • Oxidizers 	Environment*  <ul style="list-style-type: none"> • Aquatic toxicity *under EPA jurisdiction 	Skull & Crossbones  <ul style="list-style-type: none"> • Acute toxicity (fatal or toxic)

Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which can lead to AIDS, and hepatitis.
2. Because you cannot tell by looking at a person if they are infected with a pathogenic disease, you must take precautions following an illness or injury where bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill or injured person to provide support, just be sure to stay out of contact with any bodily fluids.

In the event that you find spilled bodily fluids, a syringe or other medically contaminated materials, do not attempt clean up by yourself. Notify your supervisor immediately and wait for instructions.

Personal Protective equipment (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

Lockout/Tagout

Prior to working on any machinery when guards or barriers are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated and the control locked in the off (safe) position.

Employees may never remove or tamper with a lockout performed by another individual. A lockout could consist of a lock applied to a control such as a switch or shift. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. The lock, the tag or both applied to an energy control device means "Keep your hands off!"

General guidelines for employees include:

1. Do not perform maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the company's lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and personal key on you at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts. When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after lockout/tagout, give a verbal announcement or sound a warning to fellow employees.

Fire Prevention

- Smoking is only allowed in designated exterior smoking areas.
- No candles or open flames are allowed within the office facility.
- Contractors performing hot work must contact [Pinot's Palette_](#) for approval.
- Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
- No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.
- Only trained and authorized employees are allowed to use a portable fire extinguisher in the event of an emergency.

Electrical Safety

- With the exception of independently fused multi-tap cords for computers, extension cords are not allowed.
- Keep electric cords out of areas where they will be damaged by stepping on or kicking them.
- Turn electrical appliances off with the switch, not by pulling out the plug.
- Turn all appliances off before leaving for the day.
- Any electrical problems should be reported immediately.
- The following areas must remain clear and unobstructed at all times:
 - Exit doors
 - Aisles
 - Electrical panels
 - Fire extinguishers

General Safety Precautions

Lifting

1. The move must be planned before lifting, ensuring an unobstructed pathway.
2. The lifter must test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, employees should use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or they should seek assistance from a co-worker.
4. If assistance is required to perform a lift, employees should coordinate and communicate movements with those of a co-worker.
5. Lifters should position their feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Lifters should face the load.
7. Lifters should bend at the knees, not at the back.
8. Lifters must keep their backs straight.
9. Employees must get a firm grip on the object using hands and fingers and using handles when present.
10. Lifters should hold the object as close to the body as possible.
11. While keeping the weight of the load in the legs, lifters can then stand in an erect position.
12. Lifters should perform lifting movements smoothly and gradually without jerking the load.
13. When changing direction while lifting or carrying the load, lifters should pivot feet and turn the entire body without twisting at the waist.
14. Lifters should set down objects in the same manner they were picked up, except in reverse.
15. Workers must not lift an object from the floor to a level above the waist in one motion. The load must be set down on a table or bench to adjust the grip before being lifted higher.
16. Workers with greasy or wet hands should not lift heavy or bulky items unless they have proper hand protection.
17. When lifting objects that have sharp corners or jagged edges, workers must wear protective gloves.

Fatigue

Since workers often put in long hours, fatigue can set in after being on the job for several hours. This not only affects your physical strength, it can also affect your mental sharpness. To avoid fatigue (muscle tightness, aches, pains and mental cloudiness), workers should take short breaks throughout the day to recover.

Housekeeping

1. No worker may place materials such as trash, equipment or boxes in walkways and passageways.
2. Use and mark cable protectors to avoid tripping hazards for cables lying across the ground.
3. Employees must clean up water around drinking fountains, drink dispensing machines, spigots and ice machines immediately.
4. Employees may not store or leave items on stairways.
5. Employees may not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Employees may not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
7. Rugs and mats that do not lie flat on the floor must be straightened or removed.
8. Employees must return tools to their storage places after using them.
9. Employees may not use gasoline for cleaning purposes.
10. Employees must use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Ladders & Stepladders

1. Employees must read and follow the manufacturer's instructions label on the ladder before using it.
2. Ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged must be discarded.
3. Ladder rungs should be kept clean and free of grease and free of buildup of material such as dirt or mud.
4. Ladders should never be placed in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder, and post signs that will detour traffic away from your work.
5. Employees should never place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Only one person may be on the ladder at a time.
7. Employees must face the ladder when climbing up or down it.
8. Employees must maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, employees should face the ladder and not lean backward or sideways.
10. No employee may stand on tables, chairs, boxes or other improvised climbing devices to reach high places.
11. Employees may not stand on the top two rungs of any ladder.
12. Employees may not stand on a ladder that wobbles or that leans to the left or right of center.
13. When using a straight or extension ladder, employees should extend the top of the ladder at least 3 feet above the edge of the landing.
14. If it cannot be tied to the structure, a second employee should hold the base of the ladder.
15. When an employee is on a rolling ladder, it should never be moved.
16. Ladders should not be placed on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Employees may not carry items in your hands while climbing up or down a ladder.

Job-Specific Safety Precautions

Housekeeping - Animals and Insects

1. All employees should watch for and stay away from pets or wild animals.
2. Employees may use a long-distance insecticide to destroy wasp nests and other insects.

Food Service

1. Employees must use dry pot holders or towels to handle hot or frozen items.
2. Employees must cap all open flames before pushing banquet carts.
3. Lids must be placed on coffee pots and pots of hot liquids before picking them up to move them.
4. Employees must use a dry towel or an oven mitt when taking plates out of the plate warmers.
5. Employees must never submerge hot glass in cold water or submerge cold glass in hot water.
6. Employees may never scoop ice from the ice machine with a drinking glass.
7. At least two workers should carry tables during banquet room set up or tear down.

Kitchen Personnel Safety

1. No employee may remove safety guards provided on the equipment during use. When a safety guard is removed for repairs or cleaning, it should be replaced before the equipment is put into operation.
2. Employees may not place heated pots or pans with handles protruding over the edge of range, table or counter.
3. Pots, pans, buckets or cookers should never be filled more than two thirds full.
4. When adding ingredients to hot liquids, add small portions at a time to prevent splashing.
5. Use the release valve to release pressure before opening pressurized steam kettles or pressure cookers.
6. Transport hot liquids in closed containers.
7. Employees should always use carts to move large, hot items such as coffee urns, containers of hot water or containers of hot food.
8. The cart wheel locking lever must be used to prevent movement while removing items from the cart.
9. Employees are responsible for turning off the gas supply and electrical current for appliances when they are not in use.
10. Employees should turn off circuit breakers to kitchen cooking equipment when cleaning the equipment.

Glassware

1. Employees may not stack drinking glasses.
2. Employees may not carry more than one rack of glassware at a time.
3. Employees must visually inspect all glassware for cracks or chips before handling. If chips or cracks are discovered in the glasses, place them in containers labeled "broken glass."
4. When a glass is broken in the ice bin, an employee should pour hot water into the bin to melt down the ice letting the melted ice empty through the drain, remove the glass using a whisk broom and dust pan, hose down minute pieces of glass into the drain with clean water and wipe the bin dry with a towel before refilling it with ice.

Slicers

1. Employees must turn off slicers before making adjustments or repairs.
2. Employees must concentrate on what they are slicing while using a slicer.
3. Employees may not place hands on top of the blade guard while operating the slicer.
4. It is necessary to wear a wire mesh or Kevlar glove when cleaning the exposed edge of the slicer knife.
5. Removing the safe operating instruction labels from the slicer is prohibited.

Knives/Sharp Instruments

1. Employees should direct sharp points and edges away from the body when handling knife blades and other cutting tools.
2. Employees must cut in the direction away from the body when using knives.
3. Employees should avoid using knives with dull blades.
4. Knives that have broken or loose handles must be repaired or discarded.
5. Employees may not use knives as screwdrivers, pry bars, can openers or ice picks.
6. Employees may not leave knives in sinks full of water.
7. Employees should carry knives with their tips pointed toward the floor.
8. Employees may not carry knives, scissors or other sharp tools in pockets or an apron unless they are first placed in their sheath or holder.
9. Knives must be stored in knife blocks or in sheaths.
10. Honing steels must have disc guards.

Job-Specific Safety Precautions

Ovens

1. Employees must use oven mitts when removing hot food from the oven.
2. Employees must wear eye protection, rubber gloves and apron when using an oven cleaner.

Microwave Ovens

1. Employees should notify a supervisor if a microwave oven has a bent door, broken hinges/latches or is cracking at its seals.
2. Employees should use mitts when removing hot items from the microwave, avoiding contact with hot steam.
3. Metal containers or other metal objects cannot be placed in microwave ovens.
4. Manufacturer's weight limits posted on the microwave door must be respected.

Dishwasher

1. When washing and sanitizing dishes and cooking equipment, gloves must be worn.
2. Employees should use tongs to remove the large fragments of broken glass, then run the water to wash any remaining small glass fragments down the drain.
3. All chipped or cracked dishes and glassware should be discarded.

Alcohol Servers

1. Servers must complete a liquor liability training program.
2. Servers may not serve alcohol to any underage or intoxicated person.
3. Servers may only serve alcohol during legal hours.
4. Servers must follow all local, state and federal laws regarding alcohol.

Storeroom/Stockroom

1. Heavy or bulky storage containers should be stacked on middle and lower shelves of the storage rack.
2. Employees may not stack boxes, cases or packages above the number or height recommended by the supplier. Employees may check with a supervisor if they are unsure.
3. Employees may not use razorblades, screwdrivers or knives that were not supplied by the company to open boxes or cases.
4. Employees may not lift slippery or wet objects without use of a hand truck.
5. Employees must follow all safe handling instructions listed on the label of the container or listed on the corresponding SDS when handling each chemical stored in the stockroom.
6. Employees may not smoke while handling chemicals labeled "Flammable."
7. Chemicals labeled "Flammable" may not be stored near sources of ignition, such as space heaters

Hazardous Materials

1. Follow the instructions on the label and in the corresponding SDS for each chemical product used in your workplace.
2. Employees are required to use personal protective clothing or equipment when using chemicals labeled "Flammable," "Corrosive," "Caustic" or "Poisonous."

Machine Safety

1. Employees may not remove, alter or bypass any safety guards or devices when operating mechanical equipment.
2. Operators must replace guards before starting the machine, after making adjustments or after repairing the machine.
3. Machine operators may not wear loose clothing, jewelry or ties.
4. All employees must read and obey safety warnings posted on or near any machinery.
5. When near machinery, long hair must be pulled back, regardless of gender.

Job-Specific Safety Precautions

Hand Tool Safety

1. Employees must stop work and clean safety glasses if they become fogged.
2. Damaged or defective tools must be tagged "Out of Service" and discarded or removed from use until fixed.
3. Employees must not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Employees may not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, employees must direct sharp points and cutting edges away from themselves and the other person.
6. Employees may not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in pockets unless the tool or pocket is sheathed.
7. Tools must never be thrown.
9. Hand tools may be transported only in tool boxes or tool belts, not in hand or in clothing.

Hand Truck Safety

1. When loading hand trucks, employees must keep feet clear of the wheels.
2. Employees may not exceed the manufacturer's load-rated capacity.
3. Employees should use straps, if they are provided, to secure the load.
4. For extremely bulky or pressurized items, such as gas cylinders, employees must strap or chain the items to the hand truck.
5. Employees must tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Employees must push the tongue of the hand truck all the way under the load that is to be moved.
7. Employees should keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Employees should push the load so that the weight will be carried by the axle and not the handles.
9. Employees must ask a spotter to assist in guiding the load.
10. Employees must not walk backward with the hand truck unless going up ramps.
11. When going down an incline, employees should keep the hand truck in front so that it can be controlled at all times.
13. Hand trucks must be stored with the tongue under a pallet, shelf or table.

Office Safety

1. Employees may not work on any computer, typewriter or other electrical office machines with wet hands or while standing on damp floors.
2. Employees may not stand on swivel chairs.
3. Only one file cabinet drawer may be opened at a time.
4. All heavy files should be stored in the bottom drawers of file cabinets.

Electric Shock Hazards

1. Use ground fault circuit interrupters (GFCIs) when using cord and plug tools or equipment.
2. Use battery or low voltage-operated work lights whenever possible.
3. Relocate ground wires when they must be disconnected from plumbing or ensure that grounds are properly connected.
4. Turn off the main circuit breaker and lock it prior to starting any generator. This will prevent inadvertent energization of power lines from back feed electrical energy and can protect you from possible electrocution.
5. Turn off generators and let them cool completely before refueling.
6. When working near power lines, look for indicators, especially for those buried underground.
7. Stay at least 10 feet away from overhead power lines, and always assume that they are energized.
8. Use double-insulated tools and equipment that are distinctively marked as such.
9. Visually inspect all electrical equipment before use. Remove any equipment with frayed cords, missing ground prongs, cracked tool casings, etc.
10. Avoid standing in wet areas when using portable electric tools.

Crowd Disturbances, Fights or Riotous Conditions

1. Ushers or security officers should attempt to isolate problem individuals, and clear the area of all others, discouraging participation.
2. Security personnel must escort the individuals to the nearest uniformed police officer.
3. Uniformed police officers will be called to the scene only if the situation cannot be handled by building and security personnel or in the event a weapon is being used.
4. Reacting violently or unnecessarily roughly to a patron is firmly prohibited and could result in termination, fines or jail.

Heat-Related Illnesses

Workers must follow these guidelines when exposed to outdoor heat.

1. Wear loose, light-colored clothing and a brimmed hat.
2. Adapt to working in hot conditions gradually, and avoid over-exerting yourself during peak temperature periods.
3. Drink water frequently—at least eight ounces every 20 to 30 minutes. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of body liquids.
4. Watch for the following signs and symptoms of heat-related illnesses:
 - a. Heat cramps – Severe muscle spasms in the back, stomach, arms and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.
 - b. Heat exhaustion – Heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting and fast pulse.
 - c. Heat stroke – High body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhea, seizures, confusion or unconsciousness.
5. Treat heat illness as soon as possible by doing the following:
 - a. Heat cramps – Move to a cooler area and drink approximately 6 ounces of water every 15 minutes. Follow up with a medical examination.
 - b. Heat exhaustion – Move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels, and drink approximately 6 ounces of water every 15 minutes. Follow up with a medical examination.
 - c. Heat stroke – Call 911 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. Do NOT drink liquid, and wait for emergency personnel to arrive.

Cold Weather Illnesses

Employees must follow these guidelines when exposed to extreme cold.

1. Exposed skin freezes within one minute at -20°F when the wind speed is five miles per hour (mph) and will freeze at 10°F if the wind speed is 20 mph. When skin or clothing are wet, injury or illness can occur in temperatures above 10° F and even above freezing (32° F). When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.
2. Watch for the following signs of cold-related illnesses:
 - a. Uncontrollable shivering
 - b. Slurred speech
 - c. Clumsy movements
 - d. Fatigue
 - e. Confused behavior
3. Layer clothing to keep warm enough to be safe but cool enough to avoid perspiring excessively.
 - a. Inner layer – synthetic weave to keep perspiration away from the body.
 - b. Middle layer – wool or synthetic fabric to absorb sweat and retain body heat.
 - c. Outer layer – material designed to break the wind and allow for ventilation.
4. Wear a hat to trap in body heat.
5. Place heat packets in gloves, vests, boots and hats to add heat to the body.
6. Watch out for the effects of cold temperatures on common body functions such as:
 - a. Reduced dexterity and hand usage
 - b. Cold tool handles reducing your grip force
 - c. The skin's reduced ability to feel pain in cold temperatures
 - d. Reduced muscle power and time to exhaustion

Contact with Insects, Bees and Rodents

Workers should follow these guidelines regarding potential encounters with animals.

1. Do not touch rodents, even if they look dead.
2. Steer clear of animals in nests or dens.
3. Never pick up, disturb or corner a snake – move away quickly.
4. Do not pick up or disturb a spider.
5. Wear the appropriate repellents for animals you may come in contact with.
6. Keep skin covered by wearing a hat, socks, long-sleeved shirts, long pants and high boots.
7. Tuck pants into boots and be mindful of exposed skin on your neck, wrists and ankles.
8. Control and dispose of food and garbage in your work area to avoid attracting pests.
9. If you are allergic to insects, keep medication with you at all times. Alert your co-workers of your allergy so they can assist you in the event of an emergency.

Employee Liquor Liability Agreement Form

As a condition of employment, I agree to the following company rules regarding the sale and distribution of alcoholic beverages.

1. I have completed Pinot's Palette's formal liquor liability training program. Any questions I had regarding the program have been fully explained to me to my satisfaction.
2. I will not sell beer, ale, wine or liquor to any person that is not of legal drinking age at the time of the sale.
3. I will not sell any beer, ale, wine or liquor to any person who appears intoxicated or is acting disorderly.
4. I understand the state, county and city laws regarding the legal hours of the day during which I may sell beer, ale, wine or liquor to a customer. I will not sell or serve beer, ale, wine or liquor to anyone during the restricted hours.
5. I will not purchase any beer, ale, wine or liquor from my employer for the use or benefit of any underage person or any intoxicated person.
6. I understand Pinot's Palette will only accept certain forms of personal identification as outlined in my training program, and I will accept no other form of identification from anyone purchasing beer, ale, wine or liquor.
7. If any customer does not clearly appear to be at least thirty (30) years old, I will request acceptable identification and verify that the customer is of legal age before making the sale.
8. I understand that if I do make an illegal sale of beer, ale, wine or liquor, I may be personally arrested and charged with a criminal offense. If I am found guilty I could be FINED or JAILED or BOTH. I understand I am personally responsible for my attorney fees as well as paying any fine.
9. I understand that any infraction of my employer's rules concerning the sale of beer, ale, wine or liquor could result in automatic termination.
10. I understand that my activities will be monitored by Pinot's Palette as well as by state and local law enforcement investigators.

I have read, understand and agree to comply with the liquor liability policy rules as stated above.

Employee Signature

Date

Environmental Safety Precautions

Pinot's Palette is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for all of our employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community and . You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be a strict compliance with all applicable federal, state, local and Pinot's Palette policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, Pinot's Palette will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Pinot's Palette subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Pinot's Palette in higher regard with customers and increases productivity. This is why Pinot's Palette will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Pinot's Palette is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Pinot's Palette will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way with Pinot's Palette operations. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Pinot's Palette must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of Pinot's Palette's employee safety handbook. I have read and understood all policies, programs and actions as described, and agree to comply with these set policies.

Employee Signature

Date