OFFICE, CORPORATE AND ADMINISTRATIVE

1. WBSO desires to provide its employees with a place of employment free from serious hazards.
2. Correspondingly, WBSO desires all employees to comply with all Safety and Health Standards as promulgated by Cal/OSHA and other regulatory agencies.
3. WBSO employees are encouraged to report unsafe conditions and procedures and unknown chemical products found in the work area.
4. Report unsafe conditions to the Department Safety Officer, Department Supervisor, or the Department of Safety and Environmental Affairs.
5. Unsafe conditions can be anonymously reported by calling the Safety Hotline 818-954-2800, via www.safetyontheset.com or by visiting the Safety Office during normal working hours.
6. There will be no reprisal or adverse consequences for employees reporting unsafe conditions or making suggestions. (Cal. Labor Code section 6310).
7. WBSO encourages employees to make any suggestions which could improve workplace safety.
8. In the event of a fire or other emergency, call 818-954-3333, or dial 911.
9. Report all work related accidents, injuries, illnesses, and near misses to the Department Supervisor, the First Aid Department, and Safety Department 818-954-2890. Serious injuries, illnesses and deaths must also be reported to Cal/OSHA immediately, and no later than 8 hours after the employer learns of them (Title 8, section 342).
10. Failure of employees to follow safety procedures or Codes of Safe Practices at WBSO may result in disciplinary action up to and including discharge.
11. If you are told by your Supervisor, Building Manager, or emergency response personnel to evacuate: Safely stop work, turn off any machinery, and immediately evacuate to the designated evacuation area. If the exit is blocked, evacuate the area using secondary means of egress.
12. Only trained Emergency Response, Health, Safety, Fire, Security, or other Authorized Personnel may respond to a fire or other emergency.
13. All employees of WBSO must refrain from horseplay and the use of intoxicating substances.
14. All employees of WBSO are to follow ingress, egress, control personnel and safety instructions given to them by personnel of the Security, Fire, Safety, and First Aid Departments during an emergency.
15. All WBSO employees are responsible for maintaining safe working conditions in their work station and/or area of responsibility.
16. Each Department must be responsible for conducting an inspection of work areas within that Department on a regular basis and document the inspections.

Additional Requirements

1. All employees of WBSO have the responsibility to attend safety classes offered by the company pertaining to their specific jobs.
2. All Managers or Supervisors have the responsibility to initially train any personnel assigned to their area, and document this training.
3. S&EA will be responsible to ensure that all Safety Data Sheets (SDS) for the chemicals are available to employees.
4. If a particular SDS is not available to read or review, the Department of Safety and Environmental Affairs will request one from the manufacturer and provide it to the employee's department within the time specified by law.

5. The Department of Safety and Environmental Affairs will be responsible for interpretation of the SDS, as it is applicable to the employee's work area or task.
6. The Safety Department will provide, upon request, information relating to an employees protection, to that employee.
7. The Department of Safety and Environmental Affairs will be responsible for correct labeling of hazardous materials, where that correct labeling is lacking, and the Department of Safety and Environmental Affairs has been so notified.
8. S&EA and the Department Head will be responsible for informing employees through labeling, hazard communication, and training, of potential health or physical hazards which may be present in an employee's work environment.
9. Employees will be informed of any harmful levels of hazardous materials in their work environment.
10. Department Heads or supervisors must notify employees of any imminent danger existing in the workplace.
11. When, during an inspection, unsafe practices are found, the supervisor is responsible for correcting those unsafe practices, and following up to ensure they stay corrected.
12. Employees must follow all Codes of Safe Practices pertinent to their work environments, including the General Housekeeping Code of Safe Practices.
13. It will be the responsibility of the Department of Safety and Environmental Affairs and the Department Head to make employees aware of Standards applicable to employees and where compliance with a Standard has been overlooked.
14. Each employer must maintain a written Emergency Action Plan and Fire Prevention Plan and train employees on them (Title 8, sections 3220 and 3221).
15. Each employer must maintain a written Workplace Violence Prevention Plan and train employees on it (Cal. Labor Code section 6401.9). Report any act or threat of violence to your supervisor and Security immediately.