



**TEZIBON ENGINEERING & MFG. LTD**

DEPARTMENT: HEALTH, SAFETY & ENVIRONMENT

TITLE: SAFETY & HEALTH HANDBOOK


DOCUMENT NUMBER: TEZ/HSE/PWSH/011/21

***TEZIBON ENGINEERING & MFG. LTD***  
***General Employee Safety and Health***  
***Handbook***



**EMERGENCY NUMBERS**

- *Medical Emergencies Shawsand Medical*  
0805-209 7259, 0704-197 3910, 00703017301
- *Fire Emergencies: Aba Road, Mile Park, Phc .*  
+234 703 152 2199
- *Chemical Emergencies: TBA*

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**If you have a question regarding safety or health, please contact your *supervisor or your department safety professional or designee.***

If this person is unable to answer your safety or health related question, and you need additional assistance, please contact the QHSE Manger's Office in Port Harcourt.

You may also contact the following numbers below:

### **Contact Phone Numbers**

**+234 803 6709 154**

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**+234 806 8818 966**

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**+234 805 2771 641**

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## **Purpose of the Handbook**

**The purpose of this handbook is to provide general health and safety knowledge to all Tezibon employees. Not all information in this handbook is applicable to Tezibon employees. The intent of this handbook is to promote a healthy and safe work- place.**


## **Safety Policy**

**Tezibon strives to provide a safe and healthy environment for employees.**

**To achieve this goal, Tezibon will maintain health and safety programs that give primary importance to protecting employees from occupationally induced injury and illness. To be successful, the program requires participation from all employees.**

**Tezibon Eng. & Manf. Ltd will also provide equipment and facilities that promote safety and injury prevention.**

**Some health and safety programs will differ between divisions/departments. Be familiar with and follow safety programs specific to your division/departments or facilities.**

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**The rules and guidelines in this handbook are intended to promote safety and health, and to protect you as an employee.**

**Some information in this handbook may not be applicable to Tezibon employees.**


**It is your responsibility to follow the health and safety procedures in this book, department and divisional procedures, and those instructions given by your supervisor or manager.**

**Please notify a safety professional or designee or the Tezibon wide Office of Occupational Safety and Health Programs (Tezibon wide OSHP) if you observe a situation or environment that does not appear to be safe, or for improvement suggestions.**



**Prevent accidents by...**

- **Staying alert**
- **Studying and following written and verbal safety instructions**
- **Understanding this handbook**
- **Helping other employees to work safely**
- **Supporting safety programs/procedures**

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## **General Safety Rules**

### **Safety Signs**


Obey all warnings such as stop signs, personal protective equipment notification, and danger signage. (Examples: Hearing Protection Area, Danger, High Voltage, Keep Out)



### **Operation of Equipment**

Never attempt to use equipment unless you are skilled and trained in its proper use.

Never operate equipment if you are taking medication that may make you drowsy, dizzy or can impair judgment. See work rule 3.

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## **General Safety Rules**

### **Housekeeping**

Housekeeping is important for everyone's safety and health. Keep your work area, whether it be an office or a maintenance shop, in orderly condition.


Keep desks, workbenches, and common areas clean. Keep tools, parts, supplies, and equipment stored securely and neatly. Keep floors and aisles clear to prevent slips, trips, and falls.

### **Seatbelts**

Seatbelts must be worn while on Tezibon business or in any Tezibon vehicle that is equipped with seatbelts.





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## General Safety Rules


### Unsafe Equipment

Any equipment that does not appear to be safe should not be operated. If a piece of equipment is not operating properly, inform your supervisor immediately.

Do not attempt to operate until the unsafe condition can be corrected. Equipment should be tagged as “Do Not Operate”, and locked out when necessary for repairs.



Never attempt to operate a piece of equipment that has been locked out or tagged. Only authorized personnel may remove these locks or tags. Never operate a piece of equipment unless you have been trained on its proper use

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## **General Safety Rules**

### **Working Alone**

When working alone, outside of an office setting, notify your supervisor or a co-worker of where you will be working.

Never work alone unless instructed by your supervisor, in following Tezibon divisional policies, or in the following situations:

- Working at elevated levels
- Entering a confined space or manhole
- Electrical or hot work

### **Visitors**

The personnel hosting a visitor or vendor will be responsible for informing them of applicable safety rules of the department, facility, or plant. Ensure that the visitor follows all safety rules.

The host will ensure that the visitor follows emergency procedures, and, in the event of an emergency requiring evacuation, that the visitor safely exits the building or plant.

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## General Safety Rules

### Horseplay

Horseplay can cause injury or accidents. Actions such as wrestling, running in a plant, throwing objects, and practical jokes are not allowed on the job.




### Access to Employee Exposure and Medical Records

All employees have access to their personal medical records and representative exposure records.

These records are maintained as confidential in accordance with all state and federal laws at Tezibon Occupational Safety and Health Clinic. Talk to your Division H.R. representative if you are interested in obtaining a copy of your records.

Some sampling and monitoring information, as well as training records, may be maintained at a departmental or divisional level.

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## **General Safety Rules**

### **Workplace Violence**

Tezibon has a “zero tolerance” policy regarding workplace violence. This includes physical attacks, threats, menacing and harassing behaviors in the workplace. Employees found violating this policy will be subject to disciplinary action up to and including termination, and may be subject to civil and criminal penalties.

The zero tolerance policy includes domestic abuse and violence incidents that impact the workplace. Victims or potential victims of domestic or dating violence are encouraged to:

1. Contact EAP for confidential counseling and referrals
2. Inform a supervisor or a HR manager
3. Contact Safety & Security—they can help evaluate risk and formulate a response or action plan

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## Personal Protective Equipment


Personal protective equipment (PPE) requirements will vary, depending on work environment. Check with your supervisor if you have questions about appropriate PPE.

### Eye Protection

#### (29CFR1910.133, ANSI Z87.1)

- Safety glasses with side shields should be worn when potential eye injury exists, and when required in your work area.
- Potential for eye injury may include: flying particles or objects, molten metal, chemical splashes, acids or caustics, gases, vapors, or potentially injurious radiation.
- Eye protection must be worn by all employees in designated (posted) areas.
- Safety goggles should be worn where the potential for chemical splash or irritation from vapors may occur.
- Eyeglasses must be approved before use as safety glasses, and must have affixed side shields. Ask your supervisor if contacts can be worn in your work area.

Eye protection is required in plants and some laboratory settings.

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## Personal Protective Equipment

### Foot Protection (29CFR1910.136, ANSI Z41)

Where there is a danger of foot injury due to falling or rolling objects, objects piercing the sole, or exposure to electrical hazards, protective footwear is necessary.

Safety toed shoes are required in plant areas, and where specifically designated.

### Head Protection (29CFR1910.135, ANSI Z89)

Where there is danger of head injury due to falling objects, head protection is required.

Hard hats may be necessary in utility work, and are required when working in bucket trucks.



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## **Personal Protective Equipment**

### **Hearing Protection**

**(29CFR1910.95, ANSI S3.19)**

Approved hearing protection (earplugs, earmuffs) must be worn in marked and designated areas. If you are unsure whether a work area requires hearing protection, consult a supervisor.

Hearing protection may also be required for a specific task in your facility.

Hearing protection is required in accordance with annual hearing conservation training.

### **Hand Protection**


**(29CFR1910.138)**

Proper hand protection must be worn based on the hazards of a specific job task.

Leather gloves (cut and heat resistant) are needed for certain refuse, maintenance, and electrical work.

Chemical resistant gloves may be necessary for lab work and work with chemicals.



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## **Personal Protective Equipment**

### **Respiratory Protection**

#### **(29CFR1910.134)**

Respiratory protection is necessary when the airborne concentration of a contaminant is at a level that could pose a health risk as determined by chemical information or monitoring.

Respirators (including “dust masks”) shall not be worn until a medical evaluation and a fit test have been completed, unless they are used voluntarily. Voluntary use only applies to filtering facepieces (dust masks) and must be approved by a supervisor.

#### **General PPE**

Special PPE may be required for a job or when working in a specific area.

Such PPE for these areas may include: welding helmets, chemical protective aprons or suits, or fall protection harnesses.

Always follow supervisor instruction and PPE designated by signs in the work area.



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## Emergency Situations

### Injury, Illness and Incident Reporting

Work related injuries, illnesses and incidents must be reported to your supervisor immediately. These must be reported even if no injury or property damage occurs.




Tezibon requires notification of “near misses” in an effort to continuously evaluate and improve the safety of employees. Reporting near misses can help to prevent accidents in the future.

### First Aid and Medical Attention

Medical emergencies, like all incidents, should be reported to your supervisor. In addition, first aid kits are available throughout your division. Only employees trained in first aid, CPR or use of an AED should provide assistance to an injured employee.

If medical attention other than first aid is needed, call ----- **when using a Tezibon phone.** The injured employee must complete an Injury Packet, following the 5 Step CareWorks process.

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## Emergency Situations

### Injury Packet and CareWorks

All Tezibon employees must follow this process for reporting injury:

1. Immediately notify your supervisor to obtain an *Injury Packet*.
2. If you seek medical attention, call CareWorks at ----- or ----- to report your injury.
3. Complete the necessary paperwork and return it to your supervisor in the required timeframe.
4. Take your CareWorks ID card and the necessary paperwork to your initial doctor's visit. CareWorks provider directories are located at the job site/office.
5. Follow up with your Division H.R. Representative after your visit and subsequent visits to keep him or her informed of your progress.

The injury packet will have everything you need to properly report an injury.

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## **Emergency Situations**

### **Transitional Return to Work Program**


Tezibon effectively manages its workers compensation and disability programs and implements cost containment measures for Tezibon claims while maintaining the working status of employees.

The Transitional Return to Work Program (TRWP) provides restricted and/or alternative work assignments (based on physician's recommendations) after the onset of a work related injury, accident, illness, or non-work related short-term disability.

(See your collective bargaining agreement or your Division H.R. Representative for more detailed information.)

### **Severe Weather**

In the event of a weather emergency, follow instructions given in prior training and your emergency action plan for your facility.

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## **Emergency Situations**

### **Emergency Equipment**


Familiarize yourself with the location of emergency equipment such as fire extinguishers, AEDs, safety showers, eyewash stations, and emergency spill or rescue equipment. Only use this equipment if you are trained in its proper use.

Help maintain access to all emergency equipment by keeping the storage area free of clutter and other barriers.

### **Emergency Egress**

Identify where the nearest emergency exits are located in areas where you work. When a fire alarm or emergency alarm sounds for evacuation, exit at the nearest exit and go to your facility's designated area.

**Remember....when in doubt,  
ask your safety professional  
or designee!**

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## Emergency Situations

**Will You Be Ready In 3?** Emergencies happen. It can be a tornado, house fire, or terrorist attack. Being prepared can help protect you and your family.

**Learn how to prepare in 3 easy steps:**

**1. Create a plan** for your family and your business. Your family may not be together when an emergency happens, so sit down and talk to your family about how you will reach each other in different situations. Make sure everyone can get to a safe place and find each other in the event of an emergency.


**2. Prepare a kit** for home, car, and work.

During an emergency you may not be able to get food or water for days or weeks, and your electronic gadgets may not be working. Your emergency kit should be easy to carry if you need to leave home, and should include:

*Water - Canned food/can opener - Flashlight*

*Prescription medications - Flashlight - First aid kit*

*Extra money - Blankets - Battery powered radio*


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## **Emergency Situations**

### **3. Listen for information**

It is important to stay calm in an emergency. Get as much information about the situation as possible. Make sure you have a battery-powered radio with extra batteries so you can listen for updates and instruction.

Tezibon , safety officials have developed emergency plans. In the event of an actual emergency it is important to follow their instructions and advice.

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## Emergency Situations

### Fire Protection

Portable fire extinguishers are located in various areas throughout office buildings and plants.


*In the event of a fire, call -----  
or ----- from a Tezibon  
phone.* Do not attempt to put out a large fire—only use a fire extinguisher for small fires if you have been previously trained. Otherwise, close off the area and evacuate until the fire is extinguished.



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If a fire extinguisher is used, report the incident and contact your supervisor to ensure that the extinguisher is replaced.



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## Safety Procedures

### Hazard Communication (29CFR1910.1200)


Your job, whether it be in an office setting, a maintenance shop, or a plant, may require the use of hazardous chemicals. If handled improperly, these chemicals may pose a threat to your health or the environment.

Your division has a Hazard Communication program/procedure to identify and communicate hazards to employees.

Highlights of the plan:

- A chemical inventory to identify all hazardous materials used onsite
- Material safety data sheets (MSDS), which provide specific hazard information for each chemical used at your facility
- Training requirements for each employee, based on extent of exposure to chemicals in the workplace

Be familiar with the location of MSDS in your facility!


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## Safety Procedures

### Chemical Storage and Handling

- Keep all hazardous materials and waste containers closed when not in use
- Never handle or transport a material unless you have been trained and instructed to do so
- If you are unfamiliar with a material, talk to your supervisor and refer to an MSDS for safe handling instructions
- Never store food, drinks, or cigarettes where hazardous materials are present. Do not eat, drink, or smoke in chemical handling or storage areas
- All flammable liquids not used during your shift should be stored in appropriate containers in a flammable cabinet
- Labeling requirements—when a material is transferred from its original container, the label information must be transferred as well (name of chemical, manufacturer, hazard warnings)

**Report any spills to your supervisor immediately. Do not attempt to clean up spills unless it has been determined safe to do so.**

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## Safety Procedures

### Bloodborne Pathogens (29CFR1910.1030)


Bloodborne pathogens are viruses or bacteria (HIV, Hepatitis B) that cause disease, and can be present in body fluids such as blood, vomit, and urine.

Tezibon aims to protect employees by using the “universal precautions” rule. Universal precautions means treating all body fluids as if infectious.

Employees are not required to respond to medical emergencies, and must not handle blood or body fluids unless properly trained.



Employees should never come in to contact with blood or body fluids without gloves.

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## Safety Procedures

### Compressed Gas Cylinders


Handle all gas cylinders with care to prevent sudden pressure release, which can cause serious injury.

- Avoid dropping, striking, or bumping
- Secure cylinders to a good support
- Use a chain to secure tightly
- Store upright unless otherwise instructed or specified by the supplier
- Remove valves and connections after use
- Install protective caps when not in use and before transporting
- Verify that you have the correct gas
- Never force the wrong regulator on a cylinder
- Store tanks separately, and never use a flammable gas around a flame source

### Compressed Air

Do not point compressed air hoses at another employee or use for blowing particles off the clothing or body.

Utilize the correct pressure, check that connections are tight, and connect to the proper line for compressed air.

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## Safety Procedures

### Confined Space Entry (29CFR1910.146)

A confined space is a space that:

1. Has limited or restricted means of entry
2. Is large enough for an employee to work
3. Is not designed for continuous occupancy



Confined spaces should be treated as potentially hazardous atmospheres.

Depending on the type of work being performed and the conditions, the space may be deemed a “permit required confined space”. The space will require specific paperwork, monitoring, and PPE before entry.

You must not enter a confined space until authorized to do so. Employees, attendants, and entry supervisors must be trained before entering a confined space. Understand the entry process and what part you play!

Contact your supervisor for assistance in identifying permit required confined spaces and for permit assistance.

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## **Safety Procedures**

### **Electrical Equipment**

NEVER operate or repair electrical equipment or electrical control panels unless you are authorized to do so. Help maintain access to all electrical panels.

Inspect all electrical equipment before use or repair. Look for exposed wires, improper grounding, or damaged insulation before use. Immediately remove any equipment that appears to be unsafe or faulty. Tag the equipment as “out of service”. Report the problem to a supervisor.

Ensure that all electrical equipment is grounded. Use only 3-pronged plugs or those that are UL approved. Do not use equipment when the 3-pronged plug is damaged or missing.

Use approved ground fault circuit interrupters (GFCI) in or near wet locations whenever possible or available.



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## Safety Procedures

### Lockout/Tagout (LOTO) (29CFR1910.147)

Follow all site specific LOTO procedures before working on a piece of equipment unless it is a cord and plug piece of equipment.


Hazardous energy sources (mechanical, electrical, pneumatic, pressurized liquid or gas) must be safely isolated by authorized associates before performing work on equipment.

**ALWAYS:**

- Identify possible energy sources
- LOCK OUT the equipment and TAG it with the appropriate warning
- Communicate your work activities with others to prevent accidental energization of the equipment
- Verify that the energy source is isolated before performing work
- Ensure that when more than one person performs work, each person attaches their own lock

*Never remove another employee's lock!*



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## Safety Procedures

### Hot Work

When hot work (welding, cutting, grinding or other spark or flame producing processes) may ignite combustible materials, a hot work permit must be obtained. Contact your supervisor.

When performing hot work:

- All combustible materials must be moved away from the hot work operation
- Provide easy access to a fire extinguisher
- Shield all combustible walls or partitions
- Do not perform hot work on drums or containers until they are cleaned properly and free of any chemical residue
- **A fire watch is required during all hot work**
- The fire watch must be maintained for 30 minutes after completion of hot work

Hot work is performed on a regular basis in some water and wastewater plant operations. Check with a supervisor before performing any hot work to ensure that all measures are in place for your safety.



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## **Safety Procedures**

### **Powered Industrial Trucks (29CFR1910.178)**


Only trained and authorized employees are permitted to use forklifts and other powered material handling equipment.

Operators must drive slowly and be alert for pedestrians. Pedestrians must yield for trucks. Operators must sound the horn at aisle intersections and when rounding a corner.

Seatbelts must be worn on all trucks equipped with seatbelts. Passengers are not allowed on material handling equipment.



If at any time a powered industrial truck is found to be in need of repair or is any way unsafe, contact your supervisor. They will assist in making a determination on whether to keep it in service.

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## Safety Procedures


### Machine Guarding (29CFR1910.212)

Machine guards control hazards such as those created at the point of operation, nip points, rotating parts, flying chips and sparks. The purpose is to prevent the equipment operator from having a body part in the danger zone during operation of the equipment.

- Guards must be kept in place during machine operation.
- Never operate equipment if guards have been removed. Never adjust a guard during operation of equipment.
- Always replace guards before operation if removed for machine repairs. Machine repairs involving removal of a guard will probably require lockout of equipment.

Power saws and portable power tools generally require point of operation guarding.

If you see a piece of equipment that should be guarded, inform your supervisor.

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## Safety Procedures

### Contractor Safety

Tezibon frequently performs work that involves the use of contractors. Contractors are required to have a safety and health program in place which, at a minimum, follows all applicable laws and standards (including OSHA general industry and construction).

Contractors are also required to follow all Tezibon safety procedures. This includes obtaining permits when required, obeying traffic and safety signage, and wearing PPE in designated areas. Contractors must be informed of hazards and safety requirements of the area where they will be working.

Though contractors will generally follow their own safety and health program, if you have a concern about contractor actions that may impact the safety or health of employees, please notify your supervisor, division safety professional or designee, or Tezibon wide Occupational Safety and Health Program in the Department of Human Resources.

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## Safety Procedures

### Heavy Lifting and Back Safety

Back injuries are very common, and are very easy to prevent. Before you lift a heavy item, follow these steps to prevent injury:

1. Assess the situation
2. Size up the load—test a corner before you lift the whole object
3. If the load is light enough to lift, lift with your back straight or slightly arched, and use your legs to lift
4. Use your feet to change direction instead of twisting your back
5. Avoid leaning and lifting above the head
6. To set the load down...squat with your legs and keep your back straight

Other tips for heavy lifting:

- BE FLEXIBLE! Stretch before heavy lifting and keep your back muscles strong and flexible.
- Use a mechanical aide when possible, and ***do not be afraid to ask for assistance.***

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## Safety Procedures

### Elevated Work

Fall protection is required when working at locations 6 feet or higher when no guardrails are available. Fall protection (harnesses and other equipment) must be approved for use by your supervisor and inspected by employees before each use.



The following are situations where fall protection is typically required:

- Utility work (bucket trucks, aerial lifts)
- Confined space entry
- Plant use of aerial lifts, platforms

Bucket trucks and aerial lifts (articulating booms) require the use of fall protection equipment at ALL times while in use.

Never climb on stools, chairs, shelves, etc to reach objects over your head or perform work. Use an approved ladder, scaffold, or lift to perform the task.

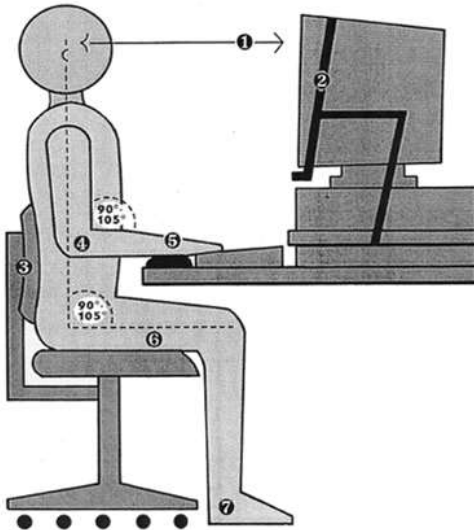
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## Safety Procedures

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### Best Practices for Computer Workstations

To increase overall comfort and prevent injury, follow these simple procedures when working at a computer workstation. Prolonged periods in poor postures can create unnecessary strain and tension.



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### **Best Practices for Computer Workstations**

Here are tips for injury prevention when working at a computer for a long period:

1. Keep the top of the screen at eye level or lower. Sit at arms length from the screen.
2. Use a document holder at screen height.
3. Adjust the chair height and tilt to provide support where you need it the most (usually lower back).
4. Keep keyboard at height where arms are relaxed and forearms parallel to the floor.
5. Wrists should be straight (in a neutral position). Use a wrist rest if needed.
6. Keep thighs parallel to the floor, and allow for leg room under the desk.
7. Keep feet firmly on the floor.

If you work at a computer for long periods of time, step away frequently to give your eyes a chance to rest. Try to avoid glare on your computer, and use task lighting if possible.

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## **Environmental Procedures**

### **General Procedures**


Take pride in yourself and your workplace. Practice environmental responsibility by doing the following:

- Do not litter or dump anything on Tezibon property or in storm sewers (e.g. parking lot drains).
- Report leaks, spills or unsafe conditions.
- Understand emergency plans for your facility and for the Tezibon .
- Work safely—wear the proper PPE and be aware of hazards in the workplace.
- Segregate hazardous waste from garbage.
- Consider environmental consequences of your actions.

*Help your division to.....*

- *Fully comply with environmental laws*
- *Conserve natural resources*
- *Plan for all types of emergencies*
- *Minimize waste generation*
- *Reduce pollutant emissions*
- *Conserve energy where feasible*



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## Environmental Procedures

### Waste Handling

Tezibon generates many types of wastes. Follow these general rules, as well as those specific to your division, to ensure proper waste handling.




*Remember: not all waste goes in the garbage!*

- Avoid generating waste when possible – reuse or recycle when you can.
- Take and use only what you need.
- Follow proper procedures for disposal.
- Know what can go in the trash vs. what should be handled in a special manner.
- Follow rules for hazardous waste labeling, handling and disposal.

### Recycling

As a part of the effort to “Get Green”, Tezibon Eng. & Manf. Ltd is initiating a comprehensive recycling program in all our facilities.

- ▶ Deposit recyclables in the bins provided
- ▶ Purchase “green” products (recyclables) if possible
- ▶ Help increase innovative programs in your communities to increase recycling and reduce landfill wa

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## TEZIBON'S CENTRAL WORK RULES

The administration of Tezibon Eng. & Manf. Ltd establishes the following work rules, which apply to all employees of Tezibon of Columbus, to ensure:

- That its employees conduct themselves in a mature, responsible and professional manner during work hours or while on Tezibon premises;
- That employees work in an efficient, conscientious and diligent manner;
- That all employees work in a safe environment, without risk to their health or safety, or the health and safety of others;
- That the rights of all employees are protected and honored.

These rules also serve as notice to all employees as to what conduct is and is not acceptable in the workplace. In addition to following these rules, employees will also be required to follow the Rules of the Columbus Civil Service Commission, if relevant to their circumstances, as well as any policies and procedures established in their respective departments or divisions.

Any employee who violates any of these rules

may be subject to disciplinary action, including suspension or termination, depending on the seriousness of the rules violation, the employee's disciplinary history and any other relevant factors. Except for serious infractions of the rules, Tezibon will follow a policy of progressive disciplinary action, imposing increasingly severe penalties on those employees who repeatedly violate these rules.

**RULE 1. DISHONESTY.** *All employees are expected to be honest at all times in performing all aspects of their jobs for Tezibon Eng. & Manf. Ltd. Employees shall not lie, deceive, steal, cheat or defraud any Tezibon employee or member of the public in any manner. The following acts or omissions are specifically prohibited:*

- (A) Making false statements on applications for Tezibon employment or related documents, including but not limited to professional credentials or certifications, references, previous work experience and criminal records.
- (B) Falsifying or tampering with personnel, operating or other work records and reports, including the unauthorized use or alteration of time cards or other records kept for pay purposes.
- (C) Working more than the employee's

scheduled hours (for overtime-eligible employees) without the express permission of an appropriate supervisor.

(D) Stealing or misappropriating the property of Tezibon Eng. & Manf. Ltd, or any employee of Tezibon Eng. & Manf. Ltd, or any member of the public.

(E) Using or attempting to use employment with Tezibon or knowledge acquired while working for Tezibon for personal gain or advantage, in a manner which would violate the ethics laws of the State of Ohio pertaining to public employees, or any other violation of said ethics laws.

(F) Performing work for another employer/organization or work related to a private business conducted by an employee during Tezibon working hours.

(G) Making false or untrue statements regarding work-related matters to management, fellow employees or a member of the public.

(H) Making illegal copies of copyrighted software or printed materials.

(I) Engaging in any other behavior not specifically listed herein with the intent to lie, steal, cheat, defraud or otherwise deceive any Tezibon employee or a member of the public.

**RULE 2. RUDE, ABUSIVE OR VIOLENT BEHAVIOR.** All employees should at all times conduct themselves in a polite and civil manner toward all Tezibon employees and any member of the public with whom they may come in contact in the performance of their duties. Employees shall not abuse, verbally or physically, any Tezibon employee or a member of the public under any circumstances. Employees threatened with verbal or physical abuse or violence should report it to their supervisors or law enforcement authorities, rather than responding in a similar manner. All acts of abuse and violence are absolutely prohibited, including but not limited to the following:

(A) Disrupting the normal work routine by creating unnecessary noise, by starting or participating in arguments or demonstrations, or by otherwise interfering with the work operations or the work performed by co-workers.

(B) Threatening, intimidating, coercing, abusing or menacing of a Tezibon employee, or a member of the public, when such behavior is connected with or arises out of Tezibon employment, or any other situation where there is a nexus to the

employee's Tezibon employment.

(C) Discriminating, harassing or insulting any Tezibon employee or member of the public because of race, color, sex, age, religion, national origin, disability or sexual orientation.

(D) Fighting on Tezibon premises or assigned job site, whether the fighting occurs during, before or after working hours.

(E) Striking a Tezibon employee or a member of the public.

(F) Possessing or using any unauthorized dangerous instrument, weapon or explosive (or reasonable facsimile thereof) while in the employ of the Tezibon, or on Tezibon premises and/or in Tezibon vehicles at any time.

(G) Being rude, abrasive, or otherwise failing to be civil and courteous to any Tezibon employee or a member of the public. (H) Engaging in any other uncivil, discourteous, abusive or threatening conduct not specifically listed herein.

**RULE 3. SUBSTANCE ABUSE. All employees are expected to report to work unimpaired by drugs or alcohol, as detailed in the policies of Tezibon of Columbus. All employees in Tezibon service shall be subject to drug and alcohol**

**testing as set forth in collective bargaining agreements and/or Tezibon policies. Tezibon employees shall not engage in the following acts or conduct:**

(A) Having possession, custody, or control of or consuming any alcoholic beverage, any illegal drugs or any drug paraphernalia on Tezibon premises, in Tezibon vehicles, or during working hours, or any other situation where there is a nexus to the employee's Tezibon employment. (The terms

'illegal drugs' and 'drug paraphernalia' shall include those substances and items of which the possession, custody, consumption or control are prohibited by applicable local, state or federal laws.)

(B) Reporting for work while under the influence of alcohol or any drugs, or reporting for work while suffering from a drug and/or alcohol induced hangover or in any otherwise unsafe condition.

(C) Failing or refusing to comply with the federal regulations and the Tezibon's policy and procedure regarding drug and alcohol testing of all employees holding commercial driver's licenses and using such licenses to perform safety sensitive functions for the Tezibon .

(D) Failing or refusing to comply with drug and alcohol testing mandated by a

collective bargaining contract, and/or any Tezibon policy or procedure implementing the contract.

(E) Failing or refusing to comply when ordered to submit to drug and alcohol testing ordered by Tezibon management pursuant to the Tezibon's reasonable suspicion policy.

(F) Failing or refusing to disclose use of prescription or over-the-counter drugs to supervisors or managers, if use of such drugs may impair use of faculties or work performance.

(G) Engaging in any other conduct related to substance abuse related to Tezibon employment not specifically listed herein.

**RULE 4. MISUSE, ABUSE OR DESTRUCTION OF PROPERTY.** *All employees shall treat the property of the Tezibon of Columbus, including buildings, furnishings, vehicles, equipment, tools and any other items, with care and respect. Employees shall not intentionally or negligently abuse, misuse, damage or destroy Tezibon property, or the property of co-workers and members of the public. The following acts are specifically prohibited:*

(A) Using without authorization, sabotaging, abusing or deliberately



damaging Tezibon property, including but not limited to, motor vehicles, tools, computer hardware, software and data, equipment or other Tezibon property, including damage done through carelessness or inattention.

(B) Abusing, misusing or destroying, whether willfully, recklessly or negligently, any Tezibon property including uniforms, tools, equipment or the property of other Tezibon employees or members of the public in any manner.

(C) Misusing or removing any forms, blue prints, employee lists, Tezibon records or confidential information of any nature, including computer programs and records, without proper authorization.

(D) Unauthorized posting, removal or defacing of notices, signs or writing in any form on Tezibon bulletin boards, or on Tezibon e-mail systems, including use of e-mail to conduct personal business.

(E) Loading unauthorized software on Tezibon computers or connecting unauthorized hardware to Tezibon computers or network. (F) Abusing, misusing or destroying Tezibon property in any other way not specifically described herein.

**RULE 5. ATTENDANCE.** All employees shall report to work on time, to clock in or sign in if required to do so, and to call off according to contract or Tezibon policy if unable to report for work on time. Employees shall monitor their sick leave and vacation leave balances to ensure they have sufficient time to cover their absences.

Employees must ask for and receive approval for FMLA leave prior to taking time off, except in emergency situations. The following conduct is specifically prohibited:

(A) Failing to call off according to contract and/or policy and failing to appear for work at the scheduled time, whether a regular workday or overtime.

(B) Having insufficient leave to cover an absence, and not having an acceptable reason for the absence, even if the employee calls off properly.

(C) Being absent from work because of incarceration after having been convicted of a crime.

(D) Being absent without leave (AWOL) for five (5) consecutive working days from duty, which will be considered sufficient grounds for termination of Tezibon employment.

(E) Being absent without leave (AWOL)

according to contract and/or policy.

(F) Abusing sick leave, disability leave, injury leave or unpaid leave, including falsification of a leave request or supporting medical documentation.

(G) Reporting late or tardy for work.

(H) Leaving assigned work area during working hours without approval.

(I) Taking time off, having asked for leave but before the leave is approved.

(J) Violating any departmental or divisional attendance policies.

**RULE 6. INSUBORDINATION. All employees are expected to follow any work direction given by a supervisor, as long as that direction is not immoral, unethical, unlawful or dangerous to the health and safety of Tezibon employees or members of the public. It is not necessary for supervisors to state the work direction as an order, or to threaten disciplinary action if the employee fails to comply. Employees shall not disobey or refuse to follow orders, policies and directives from management, and shall be considered insubordinate if they do so. (Employees who feel that the direction or order is inappropriate or incorrect should do as directed and take the**

**matter up with management later; or file a grievance under the provisions of any applicable collective bargaining agreement.) The following acts or omissions are specifically prohibited:**

(A) Refusing to obey work directions or orders, policies and procedures, whether oral or written, including flagrant disregard of the directions or orders of any authorized supervisor or designee.

(B) Failing to obey work directions or orders, policies and procedures, whether oral or written, including flagrant disregard of the directions or orders of any authorized supervisor or designee.

(C) Refusing to co-operate in an internal investigation, or impeding an internal investigation, that might result in disciplinary action, whether the employee is a witness or the focus of that investigation.

(D) Failing to co-operate in an internal investigation, or impeding an internal investigation, that might result in disciplinary action, whether the employee is a witness or the focus of that investigation.

(E) Violating any policies or procedures, whether Tezibon wide, departmental or divisional.

(F) Engaging in any other acts that are insubordinate and that are not specifically listed herein.

**RULE 7. NEGLECT OF DUTY. All employees are expected to perform their work duties during their work hours, to do a competent job in performing those duties and to work except when they are at lunch or on a rest period as authorized by contract or Tezibon policy. Employees shall not neglect their duties, that is, fail to perform their duties, or perform them in an unacceptable manner during their work hours, including any overtime hours. The following acts or omissions are specifically prohibited:**

(A) Performing job assignment carelessly or negligently.

(B) Handling Tezibon information (including data storage devices) or documents, such as mail, checks, personnel or confidential files, carelessly or negligently.

(C) Failing to meet work standards or comply with performance improvement plans.

(D) Failing to maintain any licenses or certifications required to perform the duties of a position.

(E) Stopping work or making preparation

to leave work before specified quitting time without authorization.

(F) Sleeping or wasting time during prescribed working hours.

(G) Using or having in the workplace personal items, including but not limited to, cameras, radios, television sets, recording devices, typewriters, personal cellular phones, personal pagers and personal laptop computers, or any other item not work oriented on Tezibon premises or in Tezibon vehicles, except as authorized by supervision.

(H) Distributing literature, of any description, in working areas during working hours on Tezibon premises or in Tezibon vehicles without authorization.

(I) Engaging in any other conduct that interferes with or prevents the prompt and acceptable completion of assigned job duties.

**RULE 8. FAILURE OF GOOD BEHAVIOR.** *All employees are expected at all times to exercise common sense and conduct themselves in an appropriate professional manner. Employees should always be polite, courteous, considerate of co-workers and members of the public and helpful to all. They should refrain from*

***any conduct which might be offensive to their co-workers or members of the public with whom they come in contact during the performance of their duties. The following acts and omissions are specifically prohibited:***

- (A) Engaging in horseplay while on Tezibon premises or during working hours.
- (B) Providing or discussing confidential information with unauthorized individuals.
- (C) Engaging in conduct that gives the appearance of impropriety.
- (D) Any violation of Tezibon Charter, Columbus Tezibon Codes, Ohio Revised Code or Ohio Administrative Code that has a nexus with Tezibon employment, including engaging in prohibited political activities.
- (E) Having been convicted of a crime, whether misdemeanor or felony, which has a nexus with Tezibon employment.
- (F) Failing to maintain a clean personal and professional appearance, including clean personal clothing or Tezibon -issued uniform and good personal hygiene, so as not to offend co-workers or members of the public.
- (G) Wearing clothing that is inappropriate for the workplace, e.g., clothing more appropriate for leisure activities than

work.

(H) Failing to wear the designated uniform required in a particular division or work site.

(I) Smoking in any Tezibon buildings or vehicles.

(J) Behaving in an immoral or indecent manner, including but not limited to, using obscenities or profanity.

(K) Engaging in sexually suggestive and/or offensive conduct, including sexually harassing a Tezibon employee or member of the public.

(L) Gambling, including dice, cards or number racketeering if it has a nexus to Tezibon employment.

(M) Littering or contributing to poor housekeeping, unsanitary or unsafe conditions on Tezibon premises, job site, or in a Tezibon vehicle.

(N) Behaving or acting in any manner that would constitute misfeasance, malfeasance or nonfeasance, not otherwise listed in these rules.

**RULE 9. SAFETY. *Tezibon Eng. & Manf. Ltd wants to provide a safe and healthy work environment for all of its employees. Employees shall follow all safety rules and regulations under OSHA, as well as Tezibon***



***policies and directives regarding safety, and shall use all necessary safety equipment and protective gear as directed. Employees are required to do the following:***

(A) All employees are required to wear proper safety equipment as instructed by management and in accordance with OSHA standards.

(1) Proper eye and hearing protection must be worn when operating specified equipment or in designated work areas.

(2) Hard hats must be worn when working in construction areas or as directed by management.

(3) Proper footwear must be worn in order to provide the greatest amount of protection.

(4) Any other prescribed personal protective equipment must be worn as required by any department or division.

(B) All Tezibon employees are required to maintain their respective work areas and

Tezibon vehicles and all Tezibon properties in a clean, neat and orderly fashion to prevent fire and accidents.

(C) All employees are required to use the proper tools to safely perform jobs. All defective and improper tools must be

reported to appropriate supervision as soon as possible.

(D) All employees shall dress in clothing appropriate to their jobs, which includes but is not limited to the following considerations:

(1) Clothing should provide the employee with maximum protection from chemicals, sun or any other hazards, in accordance with OSHA standards.

(2) Hair should be arranged and secured in a restrained fashion when working around moving machinery.

(3) Jewelry, neckties, scarves and any other items that might get caught in moving equipment should be removed when operating moving equipment, unless they are necessary to perform the job.

(E) Employees are required to operate Tezibon vehicles in a safe and courteous manner and in accordance with all the motor vehicle laws of the State of Ohio and Tezibon Eng. & Manf. Ltd.

(F) Employees may not use Tezibon vehicles to transport unauthorized passengers.

(G) All employees are required to comply with the safety rules and policies of their respective Divisions. The safety rules of

the State of Ohio Bureau of Employment Services and federal OSHA general industry and construction standards will prevail.

**RULE 10. ADDITIONAL STANDARDS OF CONDUCT FOR SUPERVISORS, MANAGERS AND ADMINISTRATORS. Supervisors, managers and administrators shall follow all of the above rules. Because those employees who hold positions of responsibility and trust at the levels of supervisor, manager or administrator must be held to a higher standard than the employees they supervise, they must always conduct themselves with diligence and in a manner above reproach. In addition to complying with the previous nine work rules, supervisors, managers and administrators shall not engage in any of the following acts:**

- (A) Aiding or cooperating with subordinate employees in the violation of work rules, policies or directives.
- (B) Failing to discipline subordinates or to initiate formal disciplinary action against subordinates for violation of work rules, policies or directives.
- (C) Failing to treat all subordinates in a

fair and non-discriminatory manner.

(D) Failing to perform supervisory, managerial or administrative duties competently.

(E) Using the position of supervisor, manager or administrator for inappropriate personal gain.

(F) Sharing confidential information entrusted to the supervisor, manager or administrator.

(G) Requiring employees to do personal work unrelated to their Tezibon jobs for the supervisor, manager or administrator.

(H) Failing to administer and support the policies, directives or other requirements of the Tezibon , or otherwise engaging in conduct which undermines the mission or the reputation of the Tezibon .

## **DEFINITIONS FOR THE WORK RULES**

### **MISFEASANCE**

The performance of a lawful action in an illegal or improper manner

### **MALFEASANCE**

Wrongdoing or misconduct by a public official

### **NONFEASANCE**

Failure to do what should be done

**I have read Tezibon Eng.  
& Manf. Ltd Safety and  
Health Handbook and  
understand its contents.**

---

**Employee Name (Print)**

---

**Employee Signature**

---

**Division/Department**

---

**Date**

