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## 1.0 INTRODUCTION

Due to the high rate of injury in the workplace and the lack of safety standards, the federal government established the Occupational Safety and Health Act of 1970 (OSHA). This act defines the rules, regulations and reporting procedures that all employers must follow in the creation and maintenance of a safe work environment.

However, there is more to safety than complying with federal and state laws. In today's workplace, it simply makes good sense to assure that the workplace is as safe and healthful as possible. After all, nothing is more tragic than the accident that could have been prevented. **This can be accomplished only when every employee makes safety a part of his or her job.**

With this in mind, CableLabs is committed to providing our employees and visitors with a workplace and facility free of recognized hazards. As part of this commitment, we provide our employees with the information and training needed to perform their job functions safely and efficiently. We recognize the importance and necessity of participation in our program by all employees and therefore, **all CableLabs employees are requested to take an active role.** It is our intent to comply with applicable laws, regulations and industry standards relating to the safety and health of our employees.

This safety manual contains the requirements and procedures for CableLabs safety and health program. Consistent with OSHA standards for the creation and maintenance of a safe and healthful work environment, the manual describes responsibilities, reporting, training, specific safety guidelines and other issues for the protection of our employees and visitors. A safety council comprised of CableLabs employees will review this manual and our safety and health program periodically. Additions, deletions and other necessary changes will be made. The manual should not be considered to be all inclusive of CableLabs safety and health programs and requirements.

### CableLabs SAFETY POLICY

CableLabs is committed to providing our employees and visitors with a workplace and facility free of recognized hazards. As part of this commitment, we provide our employees with the information and training needed to perform their job functions safely and efficiently. We recognize the importance and necessity of participation in our program by all employees and therefore, all CableLabs employees are requested to take an active role. It is our intent to comply with applicable laws, regulations and industry standards relating to the safety and health of our employees.

## ***2.0 RESPONSIBILITIES***

### ***2.1 SAFETY COORDINATOR***

- 1) Maintains and updates safety manual and procedures.
- 2) Accompanies insurance, fire, OSHA, and other inspection personnel on site.
- 3) Provides new hires and transferred employees safety orientation training.
- 4) Co-chairs and reports to the Safety Council.
- 5) Obtains safety, health, and ergo consultation services.
- 6) Provides safety and health reports to management as requested.
- 7) Investigates injuries, submits loss reports and accident investigation paperwork.
- 8) Purchases safety and health training material and equipment expenditures.
- 9) Ensures that written HAZCOM program is complete and up to date.
- 10) Contacts and reports to regulatory agencies as appropriate.
- 11) Coordinates activities in the event of an emergency.
- 12) Inspects buildings for safety hazards and maintains reports.
- 13) Corrects any safety hazards.
- 14) Handles all safety issues.
- 15) Train in CPR & First Aid Training.

### ***2.2 DEPARTMENT HEADS/SUPERVISORS***

- 1) Report injuries and losses occurring within the department.
- 2) Provide safe job training.
- 3) Observe their employees for safe work practices, use of personal protective equipment and adherence to general facility rules.
- 4) Report unsafe conditions and/or needed improvements to a Safety Coordinator or Safety council member.
- 5) Provide periodic review of emergency procedures to departmental employees.
- 6) Set an example and establish a positive approach to safety for employees.
- 7) Report any continued departmental employee complaints of pain or discomfort (e.g. back, arm or wrist pain) to Safety Coordinator or Safety Council member.

## 2.4 SAFETY COUNCIL

As a part of CableLabs comprehensive safety program, Safety Council representing the executive, technical and administrative staffs has been organized to help monitor the safety of the facility. **The council in no way replaces the individual employee's responsibility for safety**, but is rather a method for enhancing our safety program by drawing on the diverse experiences of council members in developing new and innovative ways to enhance employee safety and well-being, determining unsafe conditions and work methods, suggesting corrective measures and obtaining the participation of all CableLabs employees. The council meets regularly with the, date, time, and place being determined by mutual agreement of the council members. Should a vacancy occur on the council, a new member shall be elected or appointed by Safety Council. The specific tasks and responsibilities of the committee are listed below:

- 1) Identifying unsafe conditions or practices.
- 2) Evaluates/reviews accident investigations conducted since the last meeting.
- 3) Evaluates policies and procedures in the safety manual.
- 4) Evaluates and reviews employee suggestions on hazardous conditions.
- 5) Evaluates safety training needs and seminars, making recommendations to the Safety Coordinator.
- 6) Reviews safety and health program and safety manual updates.
- 7) Provides information and leadership during day-to-day operations and emergency situations.

## 2.5 EMPLOYEES

- 1) Follow safe work procedures and safety rules applicable to their jobs.
- 2) Report any injury, illness, unsafe conditions or equipment damage, no matter how minor it may seem, to your department head or Safety Coordinator or Safety Council member immediately.
- 3) Correctly use required personal protective equipment.
- 4) Ask questions of supervisors when unsure of safe methods to perform assignments.
- 5) Suggest ways to improve our safety and health program.
- 6) Follow directions and procedures during emergencies.
- 7) Cablelabs is a non-smoking environment. Anyone choosing to smoke must do so outside in the smoking areas.

## 3.0 INJURIES AND ACCIDENTS

### 3.1 FIRST AID/MEDICAL TREATMENT

- 1) First Aid Kits are located in the kitchen cabinets mark with red label saying first aid.  
The First Aid Kits will be restocked on a regular basis by a contracted vendor and inspected by the Safety Coordinator regularly.
- 2) First Aid will be provided by Safety Coordinator or Safety Council member who have been CPR & First Aid trained and certified. **Under no circumstances should any employees attempt to administer first aid treatment beyond their ability.**
- 3) Only "First Aid" injuries will be treated at the CableLabs facility. First Aid injuries are minor injuries, such as small cuts, minor burns, minor abrasives, and etc, In the event of a life or limb threatening injuries or illnesses employees will be transported to or should report to Porter Care Avista Hospital emergency room located at 100 Health Park Drive, Louisville, Co.
- 4) All other "non-emergency" injuries/illnesses occurring during business hours (8am-5pm, Mon.-Fri.) will be sent to CableLabs designated medical provider. Arbor Occupational Medicine Center. Arbor has 3 locations in the Denver Metro area including Boulder, Broomfield, and South Denver. Please see the Safety Coordinator or Human Resources for the address of the facilities located nearest you.
- 5) If the employee is injured working for CableLabs but off company property, report to the nearest appropriate medical provider.
- 6) If an incident involves a chemical exposure, a copy of the applicable MSDS (materials safety data sheet) and available information regarding the chemical, if possible, will be sent with the employee to the medical facility. The Safety Coordinator when requested will provide a sample of the chemical.
- 7) The injured employee's supervisor or Safety Coordinator or Safety Council or Human Resources will:
  - Arrange for immediate transportation for medical treatment (call 911)
  - If transportation is by personal vehicle, notify the appropriate medical facility of the incident and that the patient is en route
  - Follow the standard notification process described in Section 3.2
- 8) The Safety Coordinator or Human Resources:
  - Complete an "Employer Authorization" form to be given to the medical provider at the time of treatment.
  - Interface with the treatment facility to clarify any details regarding the injury or illness.

- Follow-up with the treating physician to discuss the diagnosis and treatment plan including the identification of a modified duty program and referral to a specialist, if appropriate.
- Complete and submit all required paperwork to CableLabs insurance carrier including: a "First Report of Injury Form" and copies of the "Employer Authorization" and "Physician's Report" forms. These forms are with Human Resources or Safety Coordinator.
- In the absence of the Safety Coordinator, Human Resources will assume the above responsibilities.

### 3.2 *NOTIFICATION*

- 1) In general, the standard notification process for all injuries is immediate supervisor, Safety Coordinator or Safety Council or Human Resources.
- 2) All employees injured while performing official CableLabs duties on or off company property will report the injuries in accordance with the standard notification process refer to (Section 3.1). If the injured employee is physically unable to report the incident, any employee witnessing the injury should seek out one or all of the parties designated above.

### 3.3 *INJURY INVESTIGATION*

All injuries and accidents will be investigated by the Safety Coordinator or Human Resources and or with the help of Interop Facilities.

- 1) Unless the injured is a visitor, contractor, other non-employee or involves non-employee/non-company owned property, the investigation will be conducted by the Safety Coordinator using the "First Report of Injury" form which the Safety Coordinator and Human Resources has. This investigation should be made immediately following the incident or as quickly as possible thereafter.
- 2) If the incident involves multiple employees or is a fatality, the Safety Coordinator should be notified as quickly as possible. The Safety Coordinator will then:
  - Notify CableLabs President & CEO
  - Arrange for contact with families
  - Direct the investigation through the assistance of qualified personnel
  - Notify the insurance carrier
  - Notify OSHA within 48 hours (preferably 24 hours) of any fatality or hospitalization of 5 or more employees
  - Notify company legal representatives



- 3) Injury investigation reports are for internal use only and may only be reviewed or released outside the company following clearance by the President & CEO.

### 3.4 *INCIDENT INVESTIGATION*

- 1) Incidents involving damage to equipment, fires or similar losses must be reported and investigated by the Safety Coordinator with assistance from the appropriate department heads immediately following the incident.
- 2) The Safety Coordinator will report the investigation to the appropriate insurance carrier as soon as possible thereafter.
- 3) The investigation will be recorded by the Safety Coordinator and kept on file in the Human Resource Department.

### 3.5 *REPORTING AND RECORD KEEPING*

- 1) Due to The Standard Industry S.I.C. Classified Code OSHA guidelines issued in January 2002 classified S.I.C. 8733 code has exempt CableLabs from OSHA 200 Log posting requirement
- 2) Workers' Compensation "First Report of Injury" Form:
  - A "First Report of Injury Form" must be completed by the Safety Coordinator or Human Resources for each work-related medical treatment, injury or illness within 6 days of being informed of the incident. Additional assistance and input from the Safety Coordinator, department head or supervisor of the injured employee may be requested in completing this report.
  - The Human Resources will send the original to the insurance carrier and place a copy with the employee's workers compensation file.

### 3.6 *ACCESS TO MEDICAL AND EXPOSURE RECORDS*

- 1) Each employee, former employee, or designated legal representative, may request and receive copies of personal work-related medical records and copies of records indicating their exposure to toxic materials. This request must be in writing and personally signed by the employee.
- 2) Medical records will not be released to anyone other than the employee, unless a signed employee authorization letter is provided.

## 3.7 BLOODBORNE PATHOGENS STATEMENT

Blood Borne Pathogen is a microorganism in human blood that can cause disease in humans. They include the Hepatitis-A,B,C,D,E Virus and the Human Immuno-Deficiency Virus (HIV), which causes AIDS.

**In accordance with the OSHA's regulation, 29 CFR 1910. 1030, which requires this written blood borne pathogens program. CableLabs Management and Safety Council ask that you DO NOT handle other peoples blood or body fluids if you have not be trained in handling these matter. The Safety Coordinator and certain Safety Council members have been trained in handling these matters. Please contact them immediately.** If someone is injured and bleeding **DO NOT** move them to another place have him or her stay if it is safe for them to do so. If it is not safe move them carefully to a safe area. Have them hold the injury with a cloth themselves if possible. If it is not possible and you're the only person around please get rubber gloves out of the first aid kits and use them. The first aid kits are in every kitchen area. **Let the Safety Coordinator or your Manager know immediately if you came in contact with blood or body fluids that was not your own. Your Safety is very important to us.** Do not remove contaminated materials away from the scene it has to be disposed of properly by trained personnel. If you have any questions or concerns in this matter please notify the Safety Coordinator.

## 4.0 EMERGENCY ORGANIZATION

This Section describes the guidelines, requirements and actions to be taken during an emergency at CableLabs facility. Emergencies include fire or explosion in the building or on neighboring property, severe storm and natural disaster, or other conditions, which might require emergency action and/or evacuation. Note, medical emergencies are covered in Section 3.0. All Cablelabs employees are required to know, understand and follow the designated evacuation system covered in Section 4.3.

### 4.1 FIRE/EXPLOSION

- 1) If an employee suspects a fire on company property during normal work hours, the employee will immediately notify management, providing the following information:
  - Employee name
  - Specific location of the suspected fire

Management and or Safety Coordinator will then determine what action to take and if appropriate, will request that all employees evacuate the facility. Additionally, if it is determined that there is a fire on the premises, the management and or Safety Coordinator will immediately:

- Telephone the Fire Department and report the incident (call 911)
  - Pull fire alarm to notify any remaining staff on the premises
- 2) If an employee physically observes a fire on company property during normal work hours, the employee should immediately pull fire alarm or call 911 and follow evacuation procedures (See Section 4.3).
  - 4) If an emergency occurs during off-hours, weekends or holidays, the employee who discovers a fire should call 911 immediately or pull fire alarm and notify management.

#### 4.2 *NATURAL DISASTERS/ADVERSE WEATHER CONDITIONS*

- 1) When CableLabs management determines that due to reports or actual conditions, steps are needed to protect employees from adverse conditions, employees will be immediately notified of the appropriate action to take.
- 2) In the event of high winds or other threatening conditions during normal work hours, employees should assemble in a designated internal room, away from windows (e.g. restrooms, lab hallways, etc.).
- 3) If work conditions require employees be dismissed, employees will be notified by their supervisors or department heads.

- 4) If conditions require evacuation, the evacuation procedure will be initiated.
- 5) In the event of heavy snow after hours, employees should tune into KUSA Channel 9 after 6:30 a.m. to determine whether or not the facility will be closed for that day. Additionally, employees can also call the company switchboard after 6:30 a.m. to determine whether or not to report to work. If the facility is closed, a general message to that effect will be recorded on the CableLabs main number (661-9100).

### 4.3 EVACUATION

In the event of a fire or other situation, which requires evacuation, the following steps will be taken:

- 1) Employees who discover emergency situations and believe their safety is threatened will notify management and alert the other workers in their immediate area. Employees should then immediately evacuate to the south employee entrance of the building and out toward the southwest end of the parking lot closest to HWY 36, do not use elevator but use stairs to exit the building.
- 2) Management will then determine what action to take and if appropriate, will inform all employees to evacuate the facility.
- 3) Everyone must leave the building immediately.
- 4) When an evacuation is announced, all employees will immediately stop work.
- 5) All personnel will use the designated exit routes indicated on the illuminated exit signs found throughout the facility. It is the responsibility of the employee to be aware of the exit routes closest to their work area and to utilize them in case of an emergency situation.
- 6) Disabled employees will be identified as part of the company's emergency preparedness plan. Previously designated employees located nearby will assist these employees in the evacuation process. Those designated employees will be responsible for understanding the nature of the disability and appropriate evacuation procedures.
- 7) Using the exit routes, employees should walk to the south end of the building, allowing easy access for emergency personnel and responding emergency vehicles. Everyone shall meet at the southwest end of the parking lot closest to Hwy 36.
- 8) Employees should then report to their designated administrative staff member to verify that they have cleared the building. The administrative person for each department is responsible for accounting for members of their department and reporting this information to the Management.
- 9) CableLabs hosts will escort guests to the assembly point and inform the appropriate administrative staff member upon arrival.

- 10) The departmental administrative staff members will make a head count at the assembly area to determine if all personnel working in their departments that day are accounted for. Employees who are unaccounted for will be reported to the management and/or Safety Council members who will then report to the authorities on the scene. Safety Council members will be stationed just to the north of the evacuation meeting area in the center landscaped area of the south parking lot.
- 11) Employees will not leave the assembly area until dismissed nor re-enter the building until told to do so by management.
- 12) Employee(s) working at the facility off-hours, who leave the building due to fire or other emergency, should wait in the south end of the parking lot until emergency services arrive. Employee(s) should advise the Fire Department or other emergency personnel of the specific location of the fire and, if known, that all CableLabs personnel have evacuated.

#### 4.4 *EMERGENCY ORGANIZATION RESPONSIBILITIES*

The following responsibilities have been established for proper response to emergency situations.

- 1) Management and/or Safety Coordinator will serve as the Emergency Coordinator during fires or other emergencies and during evacuations.
- 2) Management and/or Safety Coordinator will be responsible for:
  - Contacting emergency services (call 911).
  - Designating emergency evacuation personnel to meet the fire department outside the building direct them to the site of the fire and provide other information they may need. During off-hours, weekends, etc., the individual employee on the scene will do this.
- 3) The CableLabs receptionist may be asked to provide notification of a requested evacuation.
- 4) A list of emergency names and phone numbers will be maintained by the receptionist.

#### 4.5 *EXITS*

- 1) Emergency exits are identified with illuminated signs.
- 2) Fire Exit Doors must be kept closed but not locked.
- 3) Fire exit doorways must be kept clear with no material stored in or around them.

- 4) All employees have been shown the exit routes from their normal work places. Employees assigned to other work areas temporarily should locate exit routes themselves or request this information from a supervisor or department head.

## 4.6 *EVACUATION TRAINING*

- 1) All new and existing employees will be advised of exits and routes to exits from their primary work areas.
- 2) When evacuation drills happen all employees on-site will be required to participate.
- 3) New employees will be told the sound or wording of the evacuation signal.

## 4.7 *PORTABLE FIRE EXTINGUISHERS*

- 1) Only employees who have been properly trained are authorized to use fire extinguishers.
- 2) Fire extinguishers may only be used when fires are identified in their earliest stages (incipient fires).
- 3) Employees may not re-enter an area or building to attempt to extinguish a fire with a hand-held extinguisher.
- 4) Extinguishers are located at designated points throughout the facility.
- 5) Extinguishers will be inspected by Safety Coordinator to ensure they have not been discharged, have not been damaged and are located in designated areas. Additionally, a service company on a regularly scheduled basis will inspect extinguishers.

## **5.0 TRAINING**

Training is an essential component of the CableLabs safety program. It is through this component that safe work practices, procedures and information necessary to do one's job are communicated.

This Section defines the safety and health training required and provided by CableLabs for employees. It covers new employees, employees with newly assigned or expanded job functions and repeat or refresher training and education.

### 5.1 *GENERAL GUIDELINES*

- 1) Employees will be provided with the information and training needed to safely carry out their assigned functions. Employees will inform their manager of any safety training needed that they themselves have not been trained on.

- 2) Employees will be advised of the general and specific hazards associated with their jobs, with the general facility, and how to avoid those hazards and safely perform their functions.
- 3) When considered necessary or when required by regulatory requirements, refresher and/or repeat training will be provided to employees.
- 4) Employees who have questions or who are unsure of the safe and correct methods to carry out their assignments are expected to notify their supervisors or department heads before proceeding.
- 5) The Safety Coordinator will keep supervisors and department heads up to date on safety procedures and information which must be passed on to employees.

## 5.2 *NEW EMPLOYEE ORIENTATION/TRAINING*

- 1) Before being assigned to their initial jobs, all new employees will have the following information explained to them and copies, as appropriate, provided for their future reference:
  - CableLabs Safety Policy (Refer to Introduction section)
  - Requirements for reporting injuries and illnesses occurring on the job and first aid treatment procedure
  - Emergency organization in general; specifically, emergency evacuation plan, evacuation alarm and the specific evacuation routes from the employee's assigned work area(s) - annual refresher
  - Personal protective equipment employees may be required to use, regularly or infrequently, including the selection, care, use and storage of the equipment
  - Any specific safe job procedures applicable to the employee's initial assignment
- 2) Each new employee will be given a tour of the facility at which time general and specific safety hazards will be pointed out and the evacuation route and other emergency requirements reviewed.
- 3) New employee safety & health orientation will be provided by the Safety Coordinator.
- 4) Employees transferred to new areas or job functions, and employees who have additions or changes to their job functions, will receive appropriate and necessary safety and health training consistent with the new or changed job functions.
- 5) Safety training will be documented for all employees.

## 5.3 *OFFICE/SUPPORT PERSONNEL TRAINING*

In addition to the general safety and health information identified in the new employee orientation, the following specific information will be provided to office and clerical personnel:

- 1) Safe use and operation of personal and other computers including adjustment of computer screens, chairs and other office furnishings to avoid discomfort.
- 2) General training in hazard communication and specific information on toxic or harmful chemicals to which office personnel may be exposed.
- 3) Specific information on evacuation and emergency organization as related to the employee's work area.
- 4) Safe operation of office equipment.
- 5) Movement of office supplies, materials, file boxes, etc., that may be cumbersome or heavy.
- 6) Safe use of files and other storage areas.
- 7) Fire extinguisher training, if applicable - annual refresher training.

#### 5.4 *LAB PERSONNEL TRAINING*

Where applicable to specific or general job assignments, the following areas will be reviewed and necessary training provided to lab personnel:

- 1) Electrical lockout/tagout as required and specific instructions for lockout/tagout for electrical equipment - annual refresher training.
- 2) Hazard communication training including any toxic or harmful chemicals which lab employees may use or to which they may be exposed.
- 3) Use of hand and portable powered tools.
- 4) Working at heights including safe use of ladders.
- 5) Review of general electrical safety and safe use of portable and temporary wiring within the labs.
- 6) Specific emergency organization issues including fires involving electrical equipment and any fixed fire extinguishing systems - annual refresher.



## **6.0 OFFICE SAFETY**

This section covers general and specific safety issues for offices and custodial services including proper storage, correct lifting, layout of workstations, tripping hazards and other injury producing issues.

### **6.1 GENERAL REQUIREMENTS**

- 1) All employees are encouraged to "work safe" whether on-site or off-site, working alone or in groups. When working off-site, employees are encouraged to stay in regular communication with the office either by cellular phone or pager.
- 2) Equipment and supplies are to be stored in designated areas. Items should not be stored on top of file cabinets, under desks or in walking/aisle areas.
- 3) Employees will have safe shelf storage explained to them. Heavy items are to be stored on bottom shelves. Avoid stacking items on upper shelves.
- 4) Items must be stored no closer than 18" from a sprinkler head.
- 5) Use of extension cords should be avoided when possible. All cords should be kept out of walking/work spaces.
- 6) When picking up material, employees should use proper lifting techniques, bending from their knees and lifting with their legs, to avoid unnecessary back injury. If unsure of the weight of the material or if the material is awkward, employees should seek out assistance.
- 7) All electrical equipment should be switched off when not in use.
- 8) Proper step stools and stepladders should be used to reach high places.
- 9) Cleaning supplies must be stored in designated areas and **DO NOT** use cleaning supplies without it being in its proper container. All cleaning supplies shall stay in its original container.
- 10) Please notify safety personnel, when floors are wet from spills, leaks or cleaning.
- 11) All employees' will keep their offices clean and cleared from any hazards. Do not lay paper work on floor where it could be stepped on and cause someone to slip and fall. Keep cords and other items out of walk way.

## 6.2 WORK STATIONS

Most accidents and injuries at workstations can be avoided. The following points should be considered:

- 1) Can everything frequently used at a workstation be easily reached? Over extending and straining should be avoided.
- 2) Is the lighting sufficient for the work performed? If not, the best way to obtain needed lighting will be determined.
- 3) Is the computer terminal screen located and adjusted to reduce glare, eye and neck strain? If not, the employee should request help to properly adjust the screen.
- 4) Is the employee taking regular breaks when working on a computer terminal screen? Micro breaks of 30 seconds should be taken every 10 minutes in order to refocus the eyes and relax the arms, neck and shoulders.
- 5) Is the chair properly adjusted in height, the employee's feet touching the floor or footrest? Are the employee's arms parallel to the floor? Is the chair's backrest supporting the employee's back? If not, request help to properly adjust the chair.
- 6) Is the keyboard comfortably located so wrists are not overly flexed and the reach to the keyboard is not too far from the body? If not, request help to properly locate and adjust the workstation.

Any employee who feels that one or more of these items needs to be addressed in their work area should notify the Safety Coordinator.

## ***7.0 ELECTRICAL SAFETY***

This section describes methods to protect employees from contact with electrical energy and in those few instances where it may be applicable, from moving parts of equipment being repaired or operated.

### ***7.1 GENERAL REQUIREMENTS***

- 1) OSHA requires electrical safety training and personal protective equipment measures be taken while working with exposed energized systems of 50 volts or greater.
- 2) All electrical high voltage work will be performed by licensed electricians, not by CableLabs employees. Only licensed electricians may open, operate or service building electrical equipment including distribution panels, starters or other similar components.
- 3) Only CableLabs personnel that have been trained in electrical safety may open and service electrical components being tested in the lab.
- 4) Only CableLabs personnel that have received electrical safety training can be provided access to electrical equipment and component rooms and areas.
- 5) When it is necessary to service electrical equipment and test equipment, electrical power must be disconnected at the source by unplugging the unit or by locking out the individual unit or panel.
- 6) Equipment brought to the lab for testing must be properly grounded through power leads and via separate frame grounds attached to cables or leads, tested and proven to be positive grounds.
- 7) Floors in the test areas will be kept dry and free of moisture.

### ***7.2 POWER LOCKOUT/TAGOUT***

This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment or when facility work is being performed as part of building renovation, etc. This procedure shall be used to ensure that affected machines or equipment are stopped, isolated from all potentially hazardous energy sources and locked out before employees, licensed electricians or other facility contractors perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

- 1) The Safety Coordinator shall be the coordinator of the CableLabs lockout/tagout program. This includes: maintenance of the lockout/tagout log book, auditing of tags and their locations and the physical locking out and tagging of any machines or equipment as required to perform maintenance, servicing or construction. ONLY the Safety Coordinator shall be authorized to lock out and tag equipment or machines and remove tags upon completion of servicing.
- 2) All employees and facility contractors are responsible for seeking out the Safety Coordinator to initiate and terminate appropriate lockout/tagout procedures.
- 3) The Safety Coordinator is responsible for assuring that all contractors working in CableLabs facilities have an effective lockout/tagout program or that they meet the requirements of this program.
- 4) The Safety Coordinator shall be responsible for notifying all affected employees prior to and upon completion of the lockout/tagout of equipment or machines.

### 7.3 *GROUND FAULT CIRCUIT INTERRUPTERS*

Ground fault interrupters will be used for equipment above 12 volts when the equipment is used in damp or highly conductive locations. Ground fault interrupters are also placed on all exterior outlets. Emergency shutoff/stop buttons are provided in each lab area and the computer room for employee safety.

### 7.4 *DROP/EXTENSION CORDS AND TEMPORARY WIRING*

- 1) Avoid using extension cords when possible. Keep other cords out of walking/work spaces.
- 2) When required for use, drop or extension cords should not be used in place of permanent electrical wiring or electrical receptacles.
- 3) When extension or drop cords are used, they should be protected from damage, contact with moisture and from doors or other contact, which could remove insulation.
- 4) Cords should not be stretched across doorways or walkways. Where absolutely necessary to do so, the areas should be marked and identified to persons walking through the area.
- 5) When temporary wiring is necessary, it should be properly run, supported and suitable for the power to be distributed or carried. Temporary wiring should be removed once a permanent wiring source can be installed.
- 6) Flexible electrical cords cannot be run through holes in a structure without proper protection or attached to building surfaces.

## 8.0 TOOLS AND EQUIPMENT

This section contains basic requirements for the limited number of tools and equipment used at CableLabs. Employees, when using hand tools, should handle the tools and conduct themselves in such a way that no injury would result should the tool or material slip. Safety glasses or goggles must be worn at all times when working with such tools. When working in areas where overhead work is being done, hard hats must also be worn.

### 8.1 PORTABLE AND HAND-HELD TOOLS

- 1) All tools will be kept in safe condition and inspected prior to use.
- 2) Handles of tools will be kept secured to the tool, with handles free of splinters or cracks.
- 3) Wrenches will not be used when sprung to the point that slippage occurs. Screwdrivers will not be used if faces/points are damaged.
- 4) Tools will be used for jobs for which they were designed.
- 5) Abrasive wheels (grinders) will be used only on machines provided with wheel guards. Bench grinder work rests will be kept adjusted to a maximum of 1/8" clearance from the wheel. Tongue guards must be used with composite wheels and must be adjusted to a maximum of ¼ " from wheels. Eye shields will be kept clean and adjusted for proper eye protection. Goggles and a face shield must be worn while using grinders.
- 6) Material being drilled, sawed or otherwise worked on must be properly supported and secured and eye protection with side shields must be worn.
- 7) Eye protection with side shields also must be worn when working overhead.
- 8) Tools temporarily stored or laid aside while on the job should be placed so as not to create a stumbling, falling or similar hazard. They may not be left on ladders or stairways.
- 9) Tools with sharp edges should be covered or stored in such a way as to guard against a cutting hazard.
- 10) All original equipment guards must be on the tool and utilized as intended by the manufacturer.

### 8.2 PORTABLE ELECTRICAL TOOLS

- 1) When not in use, electrical tools will be in the "off" position and unplugged.
- 2) All portable power tools will be double insulated or equipped with a 3-wire grounded line. All units will be connected to properly grounded receptacles.
- 3) Frayed or worn cords should be replaced immediately.
- 4) All electrical cords for power tools should include grounds and must be rubber sheathed (covered) with adequate terminal connections (plugs).
- 5) When not in use, electrical tools should be cleaned after each use and stored properly.

- 6) Electrical tools should never be used in a wet work environment, unless designed for that task.
- 7) The use of electrical hand-held power tools with a "lock-on" power switch is prohibited on CableLabs premises...only tools with a constant pressure switch will be allowed in the facility.
- 8) All original equipment guards must be on the tool and utilized as intended by the manufacturer.

## 8.3 *LADDERS*

Ladders and/or step stools are conveniently located in the garage. Employees are expected to use such equipment carefully and deliberately, paying close attention to their own safety and the safety of others.

- 1) Ladders should be inspected prior to use and must be inspected every 6 months by the safety coordinator for:
  - Loose rungs or steps
  - Loose nails, screws, bolts, or other metal parts
  - Cracked, split or broken rails, braces, steps or rungs
  - Loose or bent hinge spreaders (Step Ladders)
  - Broken stop on hinge spreaders (Step Ladders)
  - Loose, broken, defective or missing extension locks (Extension Ladders)
  - Disconnected safety feet (Extension Ladders)
- 2) All straight and extension ladders must be equipped with safety feet.
- 3) Each ladder should be assigned a number for inspection purposes.
- 4) Ladders found during inspection to be unsafe must be tagged and taken out of service until defects are corrected.
- 5) Ladders should be stored where they will not be exposed to the elements, near excessive heat or dampness or where they can be damaged.
- 6) When using a straight ladder, the ladder should be placed so that the distance from the base (bottom) of the ladder to the vertical plane of the support is approximately one-fourth (1/4) the ladder length. (For example, place a twelve foot ladder so that the bottom is three (3) feet away from the object supporting the top of the ladder).
- 7) No 3-legged step ladders are permitted for use.
- 8) Use stepladders only when fully opened with the spreaders locked in place.
- 9) Stand no higher than 2 steps from the top of a stepladder.
- 10) Properly secure straight ladders and have assistance as required.
- 11) Use ladders only on level surfaces.
- 12) Extension ladders are designed to move from one elevation to another. Do not work off of an extension ladder. Use a stepladder, scaffolding or other approved man-lift.

## 9.0 CONTRACTORS

This section covers safety issues related to facility contractors working on CableLabs premises.

- 1) The Safety Coordinator will review applicable safety requirements, including hazard communication, lockout/tagout and emergency organization, with all contractor representatives. It is the responsibility of the individual contractor to follow and enforce those safety requirements when on CableLabs premises.
- 2) The Safety Coordinator will be the contact person for contractors on safety issues.
- 3) All work areas will be secured and clearly designated to protect CableLabs employees from injury.
- 4) Prior to commencing work, contractors will sign an acknowledgment agreement given by Safety Coordinator
  - Follow all applicable OSHA and CableLabs safety regulations.
  - Notify the Safety Coordinator of any hazardous material which will be brought onto CableLabs premises; any anticipated painting, staining or other related activities which may cause strong odors; and any anticipated welding or burning. In those events, the contractor must obtain the approval of the Safety Coordinator prior to commencing such activity.
  - Cleanup regularly and secure ladders and tools daily.
  - Avoid any tampering or alteration of the fire protection systems.
  - Keep contracted personnel in designated areas only.
  - Keep all exits clear.
  - Provide evidence of workers compensation and general liability insurance upon request.
  - Provide an accident, injury and citation history upon request.  
Provide copies of appropriate programs such as hazard communication and lockout/tagout on request.  
Provide copies of MSDS for all hazardous materials used on request.

## ***10.0 VISITORS***

CableLabs has frequent visitors to its facility. Given that, it is critical that visitors, like contractors and consultants, abide by all CableLabs safety requirements when on CableLabs premises. The following guidelines should be followed:

- 1) The employee "sponsoring" the visitor is responsible for reviewing appropriate safety requirements, including emergency organization, at the beginning of the visit. The employee should then obtain the visitor's agreement to follow those guidelines prior to proceeding with the visit.
- 2) All visitors, including family members, must register with the receptionist upon their arrival and obtain a visitor badge. The badge must be worn at all times while on the premises.
- 3) The person "sponsoring" the visitor is responsible for meeting the visitor in the lobby and ensuring that he or she has an escort throughout the day.
- 4) The sponsor must walk the visitor to the front desk at the end of the visit, have the visitor sign out with the receptionist and return the visitor badge.
- 5) Where a tour of the lab is to be included in the day, safety requirements specifically related to the lab should be explained prior to commencing the tour.
- 6) At no time during the tour, should the visitor(s) be allowed to move about unescorted.



## ***11.0 HAZARDOUS SUBSTANCES/MATERIALS***

According to NCTI's publication, Safety, '92, OSHA defines a hazardous chemical as "any chemical whose presence or use is a physical...or health hazard." They define "health hazard" as a "chemical for which there is significant evidence that acute or chronic health effects may occur in exposed employees." This section describes procedures for the safe storage and/or use of such hazardous materials at CableLabs facilities.

### ***11.1 HAZARD COMMUNICATION PROGRAM***

A Hazard Communication Program has been established to ensure that adequate knowledge of the dangers and all employees know required precautions related to hazardous substances that may be received, handled, stored and used at CableLabs. Our program includes training for affected employees, labeling, MSDSs (material safety data sheet) and other related issues. The Safety Coordinator is responsible for the overall program.

### ***11.2 CONTAINER LABELING***

- 1) All chemical materials at the CableLabs facility are to be kept in their original packaging with their original labeling.
- 2) All containers received by CableLabs will be checked for proper labeling including content, appropriate hazard warning and name and address of the manufacturer.
- 3) Labels may not be removed or defaced in any way.

### ***11.3 MSDSs (MATERIAL SAFETY DATA SHEET)***

- 1) A MSDS will be obtained from the manufacturer or supplier for any material purchased that may be harmful.
- 2) The Safety Coordinator will review all MSDSs upon receipt. The Safety Coordinator will pass on any new MSDSs or new information to affected employees. Copies will also be placed in the appropriate MSDS book(s).
- 3) Copies of MSDSs for all hazardous substances stored or used at CableLabs are kept in a binder by the safety bulletin board located in the second floor supply room. Additional MSDS binder containing information on hazardous substances specific to the test van is located inside the van.
- 4) MSDS are available to all employees by referring to the appropriate binder or requesting information from the Safety Coordinator or Safety Manager.

### ***11.4 EMPLOYEE TRAINING & INFORMATION***

- 1) The Safety Coordinator is responsible for the general employee-training program and will ensure that all program elements are carried out.

- 2) Prior to starting work, each new employee of CableLabs will be given a health and safety orientation including the following information:
  - An overview of the requirements contained in the Hazard Communication Standard
  - Hazardous materials present at an employee's work area, if any
  - Physical and health risks of the hazardous substances
  - The symptoms of exposure and overexposure
  - How to determine the presence or release of hazardous substances in the work area
  - How to reduce or prevent exposure to hazardous substances through the use of control procedures, work practices and personal protective equipment
  - Steps that CableLabs has taken to reduce or prevent exposure to hazardous substances
  - Procedures to follow if overexposed to hazardous substances
  - How to read labels and understand key areas and information contained in MSDSs
  - Location of MSDS binders
- 3) Prior to introducing a new chemical hazard into any area of the CableLabs facility, each employee in that area will be given information and training as outlined above for the new chemical hazard.

## *11.5 HAZARDOUS NON-ROUTINE TASKS*

At some future time, employees may be required to perform non-routine hazardous tasks. Prior to starting such work, each affected employee will be given information by the Safety Coordinator about the hazards of chemicals that may be encountered while performing such activity. This information will include specific chemical hazards, protective and safety measures that employees must use and steps the Company is taking to reduce the hazards such as ventilation, respirators, and presence of another employee working in the area and emergency procedures. Appropriate MSDS will be reviewed prior to commencing work.

## *11.6 INFORMING CONTRACTORS*

- 1) The Safety Coordinator will provide contractors with information about CableLabs hazardous substances and chemicals to which the contractor's employees may be exposed while working at a CableLabs facility. Suggested precautions for the contractor's employees will be given. However, contractors are required to have their own HAZCOM program and are responsible for providing appropriate information training for their employees.

- 2) Contractors are required to obtain CableLabs permission before moving hazardous material onto CableLabs property.

## *11.7 GENERAL PROCEDURES FOR HANDLING*

Precautions will be taken at all times to prevent accidental ignition or reaction of ignitable or reactive substances when and if brought onto company property. Appropriate procedures will be reviewed and established prior to receipt of such material.

## *11.8 ELECTROMAGNETIC FIELDS*

- 1) Where potential sources of electromagnetic energy are located at CableLabs facilities, the device will be reviewed with the supplier/manufacturer to determine the potential for harmful emission sources and to confirm the equipment has been tested and/or built to established, recognized standards.
- 2) As considered necessary, or as required, units will be monitored/tested for emissions and emission levels.
- 3) Affected employees will be advised of the results of such testing.
- 4) Any modification or protection needed will be determined and provided.

## ***12.0 PERSONAL PROTECTION EQUIPMENT***

### **12.1      *General Company Policy***

The purpose of this program is to ensure Cablelabs employees and visitors safety by asuring compliance with the OSHA Personal Protective Equipment Standard, Title 29 CFR 1910.132.

This program applies to all work operations at Cable Labs where physical and chemical hazards may be reduced or eliminated using personal protective equipment (PPE). The Safety Manager has overall responsibility for the program.

### **12.2      *Hazard Assessment and Equipment Selection***

OSHA requires employers to conduct inspections of all workplaces to determine the need for PPE and to select the proper PPE for each task performed. For each work site, a certificate must be completed which lists the findings of the inspection and the specific protective equipment utilized.

Cable Labs will conduct a walk-through survey of each work area to identify potential hazards that are not adequately controlled with traditional means, such as engineering, work practice and administrative controls. These hazards may result in injuries to the face and eyes, hands, arms, feet or legs or illnesses affecting the lungs skin or other body systems and organs. Each survey will be documented with the PPE Equipment Hazard Assessment Form.

Once the hazards of a workplace have been identified, the Safety Coordinator will determine the suitability of the PPE presently available and as nessesary, select new or additional equipment, which ensures a level of protection greater than the minimum required to protect employees from the hazards. Care will be taken to recognize the possibility of multiple and simultaneous exposure to a variety of hazards. Adequate protection against the highest level of each of the hazards will be provided or recommended for purchase.

### **12.3      *Protective Devices***

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. Only those items of protective clothing and equipment that meet NIOSH or ANSI (American National Standards Institute) standards will be procured or accepted for use. Newly purchased PPE must conform to the updated ANSI standards which have been incorporated into the OSHA PPE regulations, as follows:

- Eye and Face Protection ANSI Z87.1-1989
- Head Protection ANSI Z89.1-1986
- Foot Protection ANSI Z41.1-1991

- Hand Protection. There are no ANSI standards for gloves; however, selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.

Careful consideration will be given to comfort and fit of PPE in order to ensure that it will be used. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected.

## **12.4 Eye and Face Protection**

Prevention of eye injuries requires that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, customers, or others passing through an identified eye hazard area.

Cable Labs shall procure a sufficient quantity of goggles and/or plastic eye protectors, which afford the maximum amount of protection possible. If these personnel wear personal glasses, they shall be provided with a suitable eye protector to wear over them.

Suitable protectors shall be used when employees are exposed to hazards from flying particles, molten metal, acids or caustic liquids, chemical liquids, gases, or vapors, bioaerosols, or potentially injurious light radiation.

Wearers of contact lenses must also wear appropriate eye and face protection devices in a hazardous environment.

Side protectors are required on all safety glasses in locations or during operations that require safety glasses.

Goggles and face shields shall be used when there is a hazard from chemical splash.

Face shields shall only be worn over primary eye protection (safety glasses or goggles).

Protectors shall be marked to identify the manufacturer.

Equipment fitted with appropriate filter lenses shall be used to protect against light radiation. Tinted and shaded lenses are not filter lenses unless they are marked or identified as such.

## **12.5 Prescription Safety Eyewear**

OSHA regulations require that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses (goggles, faceshields) without disturbing the proper position of the prescription lenses or the protective lenses.

## **12.6      *Emergency Eyewash Facilities***

Emergency eyewash facilities meeting the requirements of ANSI Z358.1 will be provided in all areas where the eyes of any employee may be exposed to corrosive materials. All such emergency facilities will be located where they are easily accessible in an emergency.

## **12.7      *Head Protection***

Head protection will be furnished to, and used by, all employees and contractors engaged in construction and other miscellaneous work. Head protection is also required to be worn when hazards from falling or fixed objects, or electrical shock are present. Bump caps/skull guards will be issued and worn for protection against scalp lacerations from contact with sharp objects. However, they will not be worn as substitutes for safety caps/hats because they do not afford protection from high impact forces or penetration by falling objects.

## **12.8      *Foot Protection***

Safety shoes shall be worn in the facility by all employees when there is a reasonable possibility that hazards exist that could cause injury. All safety footwear shall comply with ANSI Z41-1991, “American National Standard for Personal Protection - Protective Footwear.”

Safety shoes or boots with impact protection are required to be worn in work areas where carrying or handling materials such as packages, objects, parts or heavy tools, which could be dropped, and for other activities where objects might fall onto the feet. Safety shoes or boots with compression protection are required for work activities involving skid trucks (manual materials handling cars) or other activities in which materials or equipment could potentially roll over an employee’s feet.

## **12.9      *Hand Protection***

Suitable gloves shall be worn when hazards from chemicals, cuts, lacerations, abrasions, punctures, burns, biologicals, and harmful temperature extremes are present. Glove selection shall be based on performance characteristics of the gloves, conditions, duration of use, and hazards present. One type of glove will not work in all situations.

The first consideration in the selection of gloves for use against chemicals is to determine, if possible, the exact nature of the substances to be encountered. Read instructions and warnings on chemical container labels and MSDSs before working with any chemical. Recommended glove types are often listed in the section for personal protective equipment.

All glove materials are eventually permeated by chemicals. However, they can be used safely for limited time periods if specific use and other characteristics (i.e., thickness and permeation rate and time) are known.

## **12.10      *Cleaning and Maintenance***

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE should be inspected, cleaned, and maintained at regular intervals so that the PPE provides the requisite protection. Personal protective equipment shall not be shared between employees until it has been properly cleaned and sanitized. PPE will be distributed for individual use whenever possible.

It is also important to ensure that contaminated PPE, which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.

## **12.11      *Training***

Any worker required to wear PPE shall receive training in the proper use and care of PPE. Periodic retraining shall be conducted as needed. The training shall include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn.
- What PPE is necessary.
- How to properly don, doff, adjust, and wear PPE.
- The limitations of the PPE.
- The proper care, maintenance, useful life and disposal of the PPE.

After the training, the employees shall demonstrate that they understand the components of the PPE Program and how to use PPE properly, or they shall be retrained.

The Safety Coordinator is responsible to insure that all training requirements in the standard are met.

## **12.13      *Recordkeeping***

Written records shall be kept of the names of persons trained, the type of training provided, and the dates when training occurred. Cable Labs maintains employees' training records for at least 3 years.

## ***13.0 SECURITY***

CableLabs has an extensive security system throughout its facility. Each employee is assigned a personal security badge, which allows him or her access into those areas of the facility related to their role. In order to maximize the safety of all CableLabs personnel, specific security rules and procedures are outlined below. It is each employee's responsibility to familiarize themselves with these guidelines and abide by them at all times.

- 1) If an employee is working alone after hours and hears an alarm, the employee should immediately call Colorado Security at 443-3701 or the police at 911 and leave the building at once. **DO NOT INVESTIGATE ON YOUR OWN!!**
  
- 2) If an employee is working alone after hours and mistakenly causes an alarm (e.g. propping a perimeter door open), the employee should immediately notify Colorado Security at 443-3701 and advise them of the false alarm. Additionally, the employee should, if physically possible, correct the cause of the alarm (e.g. close the propped door) so that the audible alarm will cease.
  
- 3) If an employee is entering the building during or after hours they should not let any one else enter the building if they do not know them. Do not let them in if they do not have a badge or ID showing who they are. Do not let the cleaning crew or any other vendor enter the building after hours if they do not have ID or badge. The cleaning crew is not allowed in until after midnight.



## **14.0 TRAVEL SAFETY**

### **14.1 AIRPLANE SAFETY**

- 1) Store all carry-on luggages under your seat. Flying debris and broken seats cause a high percent of airline fatalities.
- 2) Always note the nearest escape door to your seat and an alternate exit if that door cannot be used. Count the rows in case your visions are impaired during an emergency.
- 3) Limit your intake of alcohol
- 4) Sit as close as possible to an exit.
- 5) Don't cross your legs underneath the seat in front of you during take-off. An aborted take-off could break the seat and your ankles could be crushed underneath.
- 6) Always be aware of potential thieves. Never leave valuables unattended, even when leaving your seat for only a moment.
- 7) In case of an emergency:
  - Place your feet flat on the floor. Don't cross ankles or put your feet under the seat in front of you.
  - Bend over, put your arms under your thighs then grab your wrists underneath your legs and keep your head down.
  - If you are in the aisle seat, turn you face toward the window.
  - If you are in the window seat, turn your face towards the aisle.
  - When evacuating the airplane on a slide, remember to exit leg, body, leg.
  - Move quickly away from the plane once your have evacuated.

### **14.2 HOTEL SAFETY**

- 1) Verify who is at the door before opening your hotel door. If the person claims to be an employee, verify with the front desk that one of their staff should have access to your room and for what reason.
- 2) Use the main hotel entrance when returning to your hotel late at night. Always be observant of your surroundings when entering parking lots.
- 3) Close the hotel door securely whenever your are in your room and use all of the locking devices provided. Make sure all sliding glass door or windows and any connecting room doors are locked.
- 4) Don't display guest room keys while in public.
- 5) Don't display large amounts of cash or jewelry.
- 6) Place all valuable in the hotel's safe deposit box.

- 7) Report any suspicious activities to hotel management.
- 8) In case of fire:
  - Learn escape route before there is a problem.
  - Report any sightings of fire or smoke to the front desk.
  - If you hear a fire alarm, call the front desk and ask the source of the problem and the best escape route.
  - Never open a door without first touching it for heat.
  - Use wet towels to prevent smoke inhalation.
  - Stay as close to the floor as possible.
  - Never use the elevator in a fire.
  - Don't be a hero; let the professionals assist others to safety.

## 14.3 *INTERNATIONAL TRAVEL*

- 1) Make two copies of your passport, driver's license, credit cards, and other essential documents. Leave one copy at home or at the office and carry the other copy with you in a separate place from your original documents. Register with the American Consulate or US Embassy when arriving in the country, they will then be able to locate you in case of an emergency, and they can also let you know if conditions have deteriorated enough to cause an evacuation of American citizens.
- 2) Discuss an emergency plan of attack with your family before leaving home.
- 3) Protect your valuables by carrying them with you in a money belt, neck pouch, or other safety device.
- 4) Be aware of crowds and unexpected situations that are sometimes meant to distract the unwary.
- 5) Be aware of local laws and regulations.
- 6) Take traveler's checks and convert as much money as possible to foreign currency when you arrive. Flaunting American money is an open invitation to thieves.
- 7) Keep all rental agreements and other documentation showing that you are a visitor hidden.
- 8) Always stay on main roads unless you're very sure where you are going. Drive with your windows up and all of your doors locked.
- 9) Do not ever pull off to the side of the road, even if someone is trying to alert you that something is wrong with your car. This is a ruse of car jackers everywhere. If rear-ended, drive to a well-lit busy intersection and wait for the police to arrive.
- 10) Taking taxis instead of limousines will reduce the attention paid to you by thieves and panhandlers.

- 11) Book hotel rooms between the 2nd and 8th floors. Fire apparatus can't go above the 8th floor, and the 1st floor is an open invitation to thieves.
- 12) Be wary of calls from the front desk requesting verification of your credit card number, especially calls occurring right after you've checked in. An opportunist may have watched you enter the hotel room and called from the lobby.
- 13) If at all possible, always travel with someone.
- 14) Stay away from any signs of trouble including riots and civil disturbances.
- 15) Don't fight muggers. If confronted, give them your valuables and or vehicle without a struggle. Comply with instructions, stay calm, and hide your fear. Pleading for mercy and crying can sometimes provoke gratuitous violence.
- 16) Stay away from "red light" districts known for gambling, pornography and prostitution, you risk physical danger and the possibility of extortion if embarrassing photos are taken of you in unsavory surroundings.
- 17) If traveling to a country prone to violence and political unrest, the State Department's Office of Overseas Citizen Service in Washington DC is a good source to learn whether or not a travel warning has been issued for that country. Consular information sheets can also be obtained for any country.

## ***14.0 WORKPLACE VIOLENCE STATEMENT***

**Cablelabs management does not allow any types of acts of violence in the work place.** Management is committed to keeping the work place a safe environment to work in with out fear of people hurting people or bringing harm to anyone. This means any physical or verbal abuse is **NOT ALLOWED**. Please look at the Intranet HR Policy & Procedures (Section 2. 17 & 18) for more information in the matter. There is counseling available to any employee that might feel they need it. Please see your manager or HR for more information in this matter or call E.A.P. 800.284.1819 for help.

