



# ILLINOIS LUMBER & MATERIAL DEALERS ASSOCIATION

932 SOUTH SPRING - SPRINGFIELD, IL 62704

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## Truss Plant Manual

*Designed Specifically for the Truss Plant*

### Manual Contents:

- ♦ General Safety Programs including truss preventive maintenance program, employee requests for equipment/property corrections, job hazard training on new equipment or rebuilds, general safety rules, employee safety orientation & annual retraining, safety committee organization & responsibilities as well as their operating guidelines and member responsibilities, safety inspections, accident investigation, subcontractor safety agreements
- ♦ Forklift Safety Program to include basic principles of operation, pre-shift inspections, rules for safe operation, material handling procedures, preventive maintenance, operator required training
- ♦ Hazardous Energy Control Program including lockout/tagout programs and procedures & lockout; tagout training and annual retraining
- ♦ Hazard Communication to include communication training and a determination program
- ♦ Emergency Plans including medical emergency & emergency evacuation plans, fire safety programs, bloodborne pathogens exposure control
- ♦ Personal Protective Equipment/Preventive Programs including respiratory protection programs for use of respirators, back injury prevention rules, smokeless tobacco, hearing conservation program
- ♦ Workers' Compensation
- ♦ Fleet Safety to include drivers vehicle inspection report, driver selection, driver training, driver responsibilities, fleet accident reporting, accident procedures, fleet safety committees, fleet accident frequency rates
- ♦ Safety Recognition Programs including safety incentive programs
- ♦ The Occupational Safety & Health Act including OSHA Compliance
- ♦ Various Forms

### Manual Characteristics:

- ♦ Easily customized by inserting your company name and logo. This manual is provided in Microsoft Word Document format.
- ♦ Easily modified to meet the unique operational needs of your truss plant
- ♦ Complete reference for managers and supervisors
- ♦ Policies, procedures and all terms in one easy to use guidebook (You can print the forms as needed!)

### Why:

- ♦ One of the first things that OSHA frequently requests when they stop by for a visit is a copy of your safety manual. Truss operations are always on OSHA's list of places to visit
- ♦ Every accident represents an unnecessary loss to both the employee and the company, not only in dollars paid out but also pain and suffering, lost wages, lost dates and low morale
- ♦ OSHA & DOT Complaints
- ♦ Discourages employee lawsuits
- ♦ Avoids misunderstandings by providing employees written policies
- ♦ Free update for a year with purchase & ability to subscribe to annual updates for only \$39 a year! This is a "live" document that will be continually updated with any new employee regulations and new employee regulation guidelines and techniques

### Price:

- ♦ \$300 for Manual
  - ♦ \$39 (after first year) for each yearly update
  - ♦ \$25 to Customize with Company Logo (you'll need to send us your logo)
- \*Non-member prices available*

Please send the manual on CD to:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Please customize with our logo. We are emailing/ mailing our logo to you.

**Fax this order to ILMDA :  
217-544-4206**

**or send payment to:  
ILMDA  
932 S. Spring St.  
Springfield, IL 62704**