

## **Documentation**

---

I have read, understand and will comply with the requirements of the Houston Controls, Inc Manager & Supervisor Guide to the Houston Controls, Inc Safety & Health Management System. Upon completion please turn this page into your Safety Manager or designee. Incorrect answers will be corrected and discussed with you.

Printed Manager or Supervisor's Name: \_\_\_\_\_

Signature & Date \_\_\_\_\_

### **REFER TO THE GUIDE FOR ANSWERS**

1. The objective of the Houston Controls, Inc Health & Safety Policy is to state its commitments to provide \_\_\_\_\_ and \_\_\_\_\_ working conditions.
2. Discuss the health and safety during employee orientation and \_\_\_\_\_ meetings.
3. Working safely is a condition of \_\_\_\_\_.
4. Ensure employees are \_\_\_\_\_ prior to beginning work or a task they are not familiar with.
5. Fall protection must be used when employees are working with the potential to fall more than \_\_\_\_\_ feet.
6. All employees are required to report \_\_\_\_\_ conditions or \_\_\_\_\_.
7. Employees knowingly violating safety rules or procedures must be held \_\_\_\_\_ for their behavior.
8. Ensure all injuries are reported \_\_\_\_\_ by supervisors.
9. Ensure all employees have the proper \_\_\_\_\_ appropriate for the work they are performing.
10. Ensure all employees are properly \_\_\_\_\_ to work with hazardous chemicals.

**This page is to be placed in the employee's training file.**