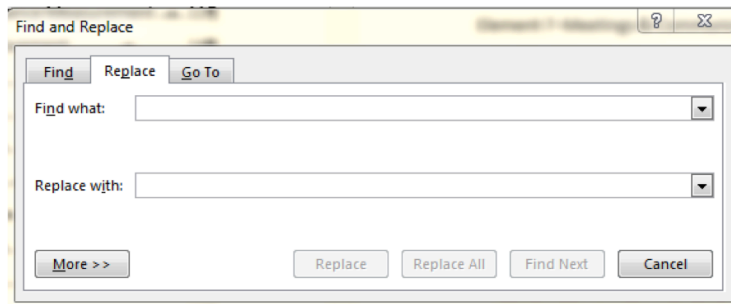


Instructions for Personalization

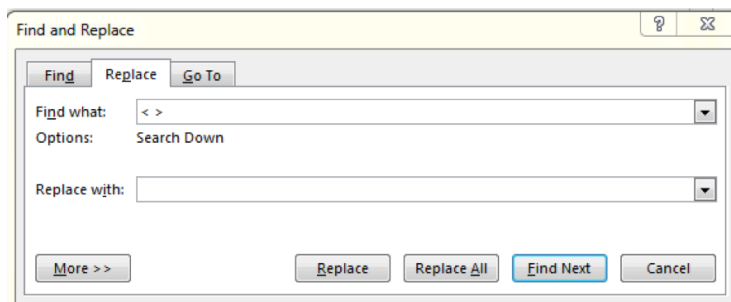


These documents contain a custom field wherever the company name appears. Follow these instructions to replace the content of these fields with your company name. Depending on which version of Microsoft Word you are using, the location of the editing tools may vary. These instructions are based on the Office 365 version of Word.

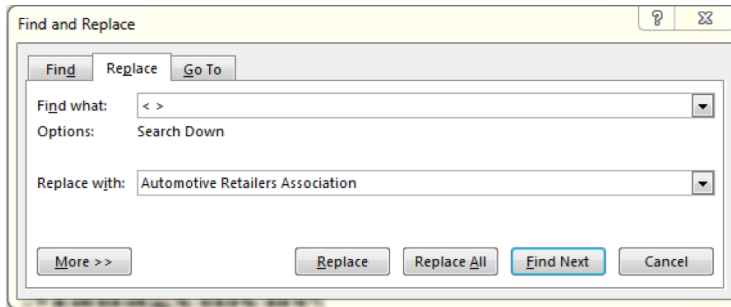
1. Open the document.
2. In the main menu at the very top left of the screen, click **Edit > Find > Replace**. (You may only see “Replace”)



3. In “Find what,” fill in “<>” (without the parentheses)
NOTE: Be sure there is a space between “<” and “>”



4. In “Replace with,” fill in your company name. *Make sure it is filled in exactly how you would like it to read (see example below), and make sure to put a space at the end.



5. Save your customized copy with a different file name so you can identify it from the original.
6. Click “Replace All”.

Next steps, Small Business Manual:	Next steps, Large Business Manual
Pg. 11 – *Optional – the ones not associated to your company can be deleted	Pg. 11 – *Optional – the ones not applicable your company can be deleted
Pg. 12 – *Optional – Each bullet can be personalized, or removed if it doesn’t relate to your company	Pg. 12 – *Optional – Each bullet can be personalized, or removed if it doesn’t associate with your company
Pg. 13 – <i>senior manager or owner</i> – define whose responsibility it is	Pg. 13 – <i>senior manager or owner</i> – define whose responsibility it is
Pg. 14 – *Optional – the ones not associated to your company can be deleted	Pg. 14 – *Optional – the ones not associated to your company can be deleted
Pg. 15 – <i>annual quarterly monthly</i> – define when they take place	Pg. 15 – <i>annual quarterly monthly</i> – define when they take place
Pg. 16 – <i>senior manager or owner</i> – define whose responsibility it is	Pg. 16 – <i>senior manager or owner</i> – define whose responsibility it is
Pg. 41 – Update bullets – <i>Select all inspections that apply to the business. At a minimum all businesses will conduct worksite inspections.</i>	Pg. 41 – Update bullets – <i>Select all inspections that apply to the business. At a minimum all businesses will conduct worksite inspections.</i>
Pg. 42 – <i>senior manager or owner</i> – define whose responsibility it is	Pg. 42 – <i>senior manager or owner</i> – define whose responsibility it is
Pg. 43 – <i>All worksites The company worksite</i> – update	Pg. 43 – <i>All worksites The company worksite</i> – update
Pg. 45 – <i>worksite manager</i> – name if applicable	Pg. 45 – <i>worksite manager</i> – name if applicable
Pg. 46 – <i>Select all types of vehicles that apply to the business.</i> – update bullets	Pg. 46 – <i>Select all types of vehicles that apply to the business.</i> – update bullets
Pg. 48 – <i>Select all types of mobile equipment that apply to the business</i> – update bullets	Pg. 48 – <i>Select all types of mobile equipment that apply to the business</i> – update bullets

<p>Pg. 50. – <i>Select all tools and equipment that apply to the business</i> – update bullets</p> <p>Pg. 54. <i>senior manager or owner</i> – define whose responsibility it is</p> <p>Pg. 56 – <i>supervisor manager</i> – define whose responsibility it is</p> <p>Pg. 57 – <i>The first five types of incidents are mandatory, the last five are discretionary.</i> – update bullets</p> <p>Pg. 59 – <i>senior manager responsible</i> – define whose responsibility it is</p> <p>Pg. 60 – <i>site manager</i> – define who</p> <p>Pg. 62 – <i>site manager</i> – define who</p> <p>Pg. 81 – <i>annual quarterly monthly</i> – define time frame</p> <p>Pg. 82 – <i>senior manager or owner</i> – define whose responsibility it is</p> <p>Pg. 83 – <i>*monthly/semi annual</i> – define time frame</p> <p>Pg. 101. <i>senior manager or owner</i> – define whose responsibility it is</p> <p><i>annual quarterly monthly</i> – define time frame</p>	<p>Pg. 50. – <i>Select all tools and equipment that apply to the business</i> – update bullets</p> <p>Pg. 54. <i>senior manager or owner</i> – define whose responsibility it is</p> <p>Pg. 56 – <i>supervisor manager</i> – define whose responsibility it is</p> <p>Pg. 57 – <i>The first five types of incidents are mandatory, the last five are discretionary.</i> – update bullets</p> <p>Pg. 59 – <i>senior manager responsible</i> – define whose responsibility it is</p> <p>Pg. 60 – <i>site manager</i> – define who</p> <p>Pg. 62 – <i>site manager</i> – define who</p> <p>Pg. 81 – <i>annual quarterly monthly</i> – define time frame</p> <p>Pg. 82 – <i>senior manager or owner</i> – define whose responsibility it is</p> <p>Pg. 83 – <i>annual quarterly monthly</i> – define time frame</p> <p>Pg. 84 – <i>senior manager or owner</i> – define whose responsibility it is</p> <p>Pg. 101. <i>senior manager or owner</i> – define whose responsibility it is</p> <p><i>annual quarterly monthly</i> – define time frame</p>
---	--