Corporate Environmental, Safety & Health Mission Statement

Our Company is committed to providing a safe and healthy workplace for its employees and visitors. These commitments can only be met through awareness and cooperation of all employees. Because injuries and property loss through accidents are needless, costly, and preventable, we have established a safety and health program that provides fundamental safety concepts and proven management performance.

In many jurisdictions where the Company operates and sells its products, regulatory agencies, such as OSHA, exist to insure compliance with laws and regulations that affect safety and health. It is the intention of our Company to comply with the letter and spirit of the laws and regulations imposed by these agencies and to develop a cooperative attitude with their inspection and enforcement.

We must first recognize that the primary purpose of a safety and health program is to provide for an accident free and comfortable environment for our employees to work. This in turn will result in a positive productive culture for both the employees and the Company. We expect full participation in the safety and health program and encourage all employees to immediately report to their managers the conditions and actions they perceive to be unsafe or unhealthy.

Our management team, as well as managers and employees, have specific responsibilities under our program. We expect you to personally become responsible for safety and health and to do your part to make our Company environment a safe and healthful one!

_______________________
President or CEO

_______________________
Vice President of Operations

_______________________
Risk Manager

_______________________
Safety Manager
Management Commitment and Employee Involvement

Management and employees must work together to prevent accidents, and therefore, each person must do their part. Safety is not everyone’s responsibility, but YOUR responsibility. We must become active participants in the safety and health program. Our Company believes that employee safety and health is one of the most important goals of its business, and we express our commitment to this goal by developing and enforcing the following minimum responsibilities throughout our company:

**Operations Manager**
This person must take the lead role in supporting and motivating safety and health in the plant. A high level of support promotes a pro-active safety culture.

- Provide overall support and enforcement of the safety & health program at the plant level. Demonstrate management’s commitment to safety through active participation.
- Reiterate management’s safety expectations and provide feedback to department managers and employees.
- Become the chairperson of the Safety Committee.
- Periodically attend safety-training meetings to lead the meeting and monitor attendance and participation.
- Monitor loss experience provided by the Safety Coordinator and follow-up with department managers/supervisors with unfavorable accident experience.
- Enforce safety in performance evaluations.

**Department Managers/Supervisors**
Department Managers and Supervisors play a critical role in safety and health because of their direct responsibility for employees in the workplace. Their action directly affects the increase or the reduction in accidents on the job. Key manager’s responsibilities include:

- Train or be certain that all employees in their department are thoroughly trained on hazard and compliance exposures. This includes all orientation and ongoing training.
- Always promote safety on the job before production. A serious injury is not worth the risk.
- Continually communicate with your employees concerning safety. This is completed by a number of ways, including direct communication, orientation and ongoing training, safety meetings, safety committees, etc.
- Conduct thorough accident investigations of all injuries, property damage and near misses in your work area. These accidents must be investigated immediately, with all reports submitted within 24 hours.
• Take initiative in recommending actions to correct deficiencies. Deficiencies are determined from accident investigations, safety inspections, safety committees and employee input.
• Conduct daily informal safety inspections and bi-weekly documented safety inspections. Use this time and available checklists and information to identify and correct unsafe actions and conditions.
• Instruct all employees to report injuries immediately, regardless how minor.
• Assure proper maintenance of all protective devices and safety equipment.
• Maintain all required safety records and other documentation.
• Actively participate in the employee return-to-work-activities.

Safety Coordinator
The Safety Coordinator is the facilitator of all safety and health activities in the facility. This position is considered as the advisor to the program, assisting the managers and trainers in program development and implementation, but not alleviating managers of their specific responsibilities. Minimum responsibilities of this position include:

• Handle day-to-day coordination of the Safety Program.
• Identify and assist in correcting hazards at the facility.
• Ensure availability of applicable Personal Protective Equipment (PPE) for all employees.
• Assist in conducting accident investigations and verifying that corrective actions have been taken.
• Maintain the accident recordkeeping system and analyze accident trends (per facility and department).
• Supervise or closely coordinate the training provided to employees. Assist with this training.
• Conduct periodic inspections to uncover unsafe work practices and unsafe conditions. Audit inspections made by department managers and provide input. This activity is not designed to replace their responsibility.
• Conduct a comprehensive annual audit of the facility, both physical inspections and program review. Develop an annual report to address key issues and areas for improvement.
• Make certain that the facility maintains compliance with federal, state and local laws, focusing specifically on safety, health and environmental issues.

Training Specialist
The Training Specialist is mostly responsible for training and/or coordinating the training of all employees with respects to most company programs and procedures, including safety. Since the training specialist may not have detailed knowledge and/or experience with specific safety activities, a majority of safety compliance training will be assigned to managers or other key persons.
• Implement the employee safety orientation program, including review and completion of Employee Safety Orientation Checklist. Several specific items may be delegated to the department manager or Supervisor.
• Implement an annual Safety Training Schedule, for effective training and documentation of all safety and compliance items.
• Maintain all employee safety orientation and training records.
• Assist Manager’s and the Safety Coordinator with employee safety training, recognizing that they are not relieved of their safety responsibilities.

Employees
Employees are the most valuable assets and it is important to our company that all employees work in a safe and healthful manner. Our Company has developed and implemented a safety and health program for this reason. But employees must also do their part and actively participate by maintaining the following minimum responsibilities:

• Comply with all written and verbal safety policies, procedures, regulations, rules, training and instructions provided by our Company.
• Be individually responsible for yourself and other fellow employees in preventing accidents.
• Be certain all instructions are completely understood and all safety and health requirements are met before starting any type of work.
• Immediately report all accidents and injuries to your manager or supervisor, no matter how minor.
• Learn and follow prescribed procedures during emergency situations. This applies specifically to serious injuries, chemical spills, fires and other emergencies.
• Never engage in horseplay or other disruptive activity.
• Review all safety educational materials and actively participate in all safety orientation and training.
• Report all unsafe actions and conditions to your manager or supervisor immediately.
• Utilize proper procedures when performing any cleaning, maintenance, adjustments, or performing any type of service on any equipment/machinery.
• Wear all appropriate clothing and personal protective equipment required for your job. Ask your Manager or Supervisor for this equipment.
• Perform all job duties in a safe manner and make safety the first consideration in every situation.
• Accept responsibility for your own safety, the safety of fellow employees, and those employees under your direct supervision.
• After an injury, participate with your manager or supervisor in the recovery process and modification of your job to return back to work as a healthy, productive employee.