

**FANGUY BROS WHOLESALE INC  
SAFETY POLICY**

**1. SAFETY POLICY STATEMENT: TO ALL EMPLOYEES**

Your safety is one of the most vital aspects of our company's operations. No operation at our company is so important that it needs to be done in an unsafe or unhealthy manner. We recognize that accident control will only be successful when we have commitment from management, coordination and advice from supervisors who accept their safety responsibilities, and employees who willingly participate in the elimination of unsafe acts and conditions. Our policy is designed to keep our work place at the highest level of safety and accidents at the lowest possible level.

- Our goal is zero accidents and injuries in our work place!

DAVID S ADAMS

**REVISED 012408**

## **2. RESPONSIBILITIES**

### **MANAGEMENT:**

Each member of management has full responsibility and authority for maintaining safe and healthful working conditions under his/her jurisdiction. Although employee exposure to hazards vary widely, it is expected that an unrelenting effort be directed toward preventing injuries and illnesses. Each member of management shall:

- Ensure that the safety policies and procedures set forth herein are complied with by all personnel under his/her direction.
- Provide the leadership and positive direction essential in maintaining firm loss control policies as a prime consideration.
- Devote portions of meetings, as necessary, to review department losses, potential safety hazards and discuss plans to bring about a more positive safety program.
- Ensure that employees wear the appropriate personal protective equipment.
- Ensure that employees are trained and familiar with established safety and work rules. Have employees certify in writing that they understand that appropriate compliance is mandatory.

### **EMPLOYEES:**

Each employee must assume responsibility for his/her safety and that of fellow employees. Therefore, each employee is required, as a condition of employment, to exercise due care in the course of his/her work to prevent injury to himself/herself and to fellow workers. Each employee shall:

- Work in accordance with accepted safety practices.
- Report all accidents, unsafe conditions and unsafe acts.
- Accept personal responsibility for assisting in and supporting the safety program.
- Attend safety meetings.
- Maintain good housekeeping and personal hygiene standards.
- Wear and use personal protective equipment when required for performing assigned tasks.

### **3. SAFETY INSPECTIONS**

Safety inspections help identify hazards, evaluate compliance with the safety program requirements and determine effectiveness of the loss control program. Management shall:

- Conduct and document monthly/quarterly inspections of all facilities and work areas.
- Conduct special inspections involving procedural change, purchase of new equipment, or when accident trends indicate problems.

### **4. ACCIDENT INVESTIGATIONS**

The purpose of accident investigations is to seek the causes of accidents so that effective corrective action can be implemented to prevent recurrence of similar incidences. Management shall:

- Ensure that prompt medical care is provided for the injured.
- Review the accident thoroughly to gather pertinent data.
- Interview witnesses.
- Organize facts to determine cause.
- Document data with employee and supervisor accident reports.
- Make recommendations for corrective action.

### **5. SAFETY MEETINGS**

The purpose of safety meetings is to resolve safety related issues and maintain interest in the safety program. Management shall:

- Conduct monthly/quarterly safety meetings.
- Document the meeting to include:
  - Topics discussed.
  - Date of meeting.
  - Signatures of employees attending the meeting.

## **6. SAFETY RULES**

Safety rules are the means by which management distinguishes between acceptable and unacceptable performance. Safety rules shall be easily understood, enforceable and available.

- Report all accidents and injuries immediately!
- Running and horseplay of any kind is not allowed.
- Use all safeguards provided. Consider safety first.
- Help new employees learn safe work habits.
- Reporting to work under the influence of intoxicating beverages or drugs will be grounds for immediate discharge.
- Wear the appropriate personal protective equipment.
- Report dangerous or defective electrical or mechanical tools, equipment or hazardous conditions.
- Know the location of fire extinguishers.
- Do not operate, repair or adjust equipment unless all guards and safety devices are in place.
- If you have to lift heavy objects by hand, get enough help to avoid strain. Learn to lift the proper way.

## **7. SAFETY TRAINING**

Safety training provides knowledge and skills needed for employees to work in parts of the safety program. The safety training will include, but not limited to, the following:

### **NEW EMPLOYEE:**

- Injury Reporting
- Proper Lifting
- Slips, Trips and Falls
- Fire Safety
- Burn Safety
- Knife Safety
- Slicer Safety
- Eye Protection
- Ear Protection
- First Aid
- Hazard Communication

## **ALL EMPLOYEES:**

- Safety policy review-annually to all employees
- Proper lifting procedures
- Instruction in the safe use of equipment and tools
- Perform thorough safety inspection of facility with employees
- Personal protective equipment, condition of such and reinstruct use
- Instruction on location of and how to use fire extinguishers
- Proper floor care procedures
- Chemical training review
- Security training

## **8. RECORDKEEPING**

The primary reason for keeping safety and health records is to collect data to assist in preventing accidents. The following records shall be retained as indicated:

- OSHA 300 Log (five years)
- LDET-WC-1017A Employers report of occupational injury and illness quarterly report.
- Restricted work duty records
- Supervisor accident report (five years)
- Employee medical records
- Safety inspection reports (twelve months)
- Safety meeting records (twelve months)
- Employee training records (five years)

## **9. FIRST AID**

First aid is required whenever an injury occurs. The primary concern is the care of the injured and prevention of additional injury to that person. First aid shall include:

- A first aid kit with proper supplies for the job exposures. It will be maintained and restocked for each work area as needed.

## 10. EMERGENCY PREPARDNESS

Emergency evacuation protocol is required to ensure the safety of all employees and visitors in the event of such emergency situations, including but not limited to, natural disasters, fire or medical emergencies. In the event of an emergency, the following guidelines will be followed:

- If a severe emergency or fire, call **911**.
- Designated emergency contact: \_\_\_\_\_.
- Note the location of the incident and possible causes.
- Notify management immediately.
- No talking, leave the building through designated exits.
- Go directly to your meeting place.
- **DO NOT** go back in after missing persons.
- **DO NOT** return to your work area until an “ALL CLEAR” is given.
- For severe weather emergencies, management will dictate instructions at that time.