

Accident & Illness Prevention Program

ACCIDENT & ILLNESS PREVENTION PROGRAM

PURPOSE

We have developed the following Workplace Accident & Illness Prevention Program as part of our ongoing efforts to reduce the potential for injuries or illnesses in the workplace and to further uphold our dedication to providing a safe and healthy workplace.

The following program is designed and established to become our **MINIMUM** performance requirements. It is expected that all Gordon H. Bayer, Inc. employees will comply with these policies. Individual departments/locations within Gordon H. Bayer, Inc. are permitted and encouraged to develop additional safety programs specifically for their work environments. Additional safety programs and policies must always meet the minimum requirements of Gordon H. Bayer, Inc.'s Accident & Illness Prevention Program, but are permitted to go above and beyond the minimal requirements.

FEDERAL, STATE, AND LOCAL LAWS

All Gordon H. Bayer, Inc. employees are to comply with all applicable Federal, State, and Local laws.

GOAL

The only goal is that everyone goes home safely every day. We will make every attempt to provide a workplace free from recognized and controllable hazards that have the potential to cause injury or illness to their employees. As such, our goal is to have **ZERO** workplace accidents, injuries, or illnesses. The following initiatives, as well as the policies and procedures outlined in this program, will assist us in achieving this goal:

- Ongoing employee training in safety-related topics.
- Regular site safety inspections to detect and eliminate hazards that might lead to workplace accidents or injuries.
- Prompt accident reporting procedures.
- Post-accident investigation procedures to determine the root cause and develop corrective actions.
- Provisions for necessary and required personal protective equipment.
- Annual review and update of the Company's Accident & Injury Prevention Program.

RESPONSIBILITIES

SAFETY CHAIR

The Safety Chair's primary role is to oversee and coordinate the activities of management and non-management employees alike, working at all of our locations.

The Safety Chair is authorized to complete or delegate the following responsibilities to other employees or outside consultants, with the appropriate approvals, on behalf of Gordon H. Bayer, Inc.:

- Develop and implement safe work practices/procedures for each job description.
- Develop and implement safe operating rules for the use of any and all equipment.

- Develop and implement a communication system to encourage employees to report unsafe conditions and participate in safety initiatives.
- Conduct site safety inspections to identify and correct any hazards that may lead to workplace accidents or injuries.
- Conduct a thorough investigation of each accident or near miss to determine the root cause and develop corrective actions.
- Hold management and supervisors accountable for enforcing safety initiatives and leading by example.
- Develop and implement ongoing safety education training for all employees.
- Develop and maintain an active safety committee that represents the safety and health issues for all employees.
- Maintain records of training, safety committee meetings, site safety inspections, corrective actions taken, and any accident investigations.

MANAGEMENT & SUPERVISORS

The prevention of accidents is a responsibility that affects all levels of employees. Therefore, each manager or supervisor is required to integrate safety into part of their responsibilities. Each manager or supervisor will provide leadership in the development of proper attitudes towards safety in themselves and those they supervise. It is their responsibility to ensure that all activities are performed with the utmost regard for the safety and well-being of all personnel involved.

ALL EMPLOYEES

It is the duty of each and every employee to understand and follow the established safety regulations and procedures outlined in this program. Every effort will be made to provide adequate training to employees. If an employee is ever in doubt about how to safely perform a job or task, it is his or her responsibility to ask their supervisor or manager for assistance.

Employees are expected to assist management in accident prevention activities. It is a condition of employment for all employees to assist in detecting hazards, reporting dangerous conditions, and controlling workplace hazards. Any unsafe condition **MUST** be reported to management or a member of the safety committee **IMMEDIATELY**.

No employee will be disciplined or suffer any retaliation for reporting any safety violation in good faith.

