

SAFETY AND HEALTH PROGRAM

for

1. COMPANY POLICY STATEMENT

2. GENERAL SAFETY RULES

3. RESPONSIBILITY

4. HAZARD IDENTIFICATION AND CORRECTION

5. TRAINING

6. ACCIDENT INVESTIGATION AND RECORDKEEPING

7. EMERGENCY PLANS

8. EMPLOYEE MOTIVATION

(SELECT ONE OF THE FOUR FOLLOWING PAGES
AS A POLICY STATEMENT OR FORMULATE YOUR OWN)

STATEMENT OF COMPANY SAFETY POLICY:

This company, and all its subsidiary companies, will make every effort practical and feasible to prevent injury to its employees and others. Expenditures for such purposes will be authorized. Nothing that will add to the protection of workers or clients should be neglected.

President

STATEMENT OF COMPANY SAFETY POLICY:

Company policy is to do all that is reasonable to prevent injury to persons and damage to property and to protect the employees, the company, the customer, and the public from the results of accidents and fire. In interpreting this policy, the company goes to great lengths to provide adequate safeguards against hazards with proper equipment, materials, methods, and essential employee training.

President

STATEMENT OF COMPANY SAFETY AND HEALTH POLICY:

As chief executive officer of your company, I am greatly pleased that we are in the front rank in the promotion of employee safety and health. I want all of you to know it is my definite policy, both personal and official, that everything within reason shall continue to be done throughout the company to maintain or better our position on these issues.

President

COMPANY SAFETY/HEALTH POLICY STATEMENT:

Management considers the safety and health of personnel of first importance in all of our facilities. In accepting this responsibility, this policy statement and a written safety program have been established.

It is the policy of this company:

- a. To avoid accidents and injuries with the suffering, lost time, and possible lost earning capacity associated with them.*
- b. To maintain neat, clean, safe, attractive, and healthful working conditions.*
- c. To comply with, or exceed, governmental requirements pertaining to fire hazards, accident prevention and working conditions.*

I ASK YOUR FULL COOPERATION IN MAKING THIS POLICY EFFECTIVE.

President

GENERAL SAFETY RULES

1. OBEY ALL SAFETY RULES AND SIGNS.
2. FOLLOW INSTRUCTIONS. IF YOU'RE NOT SURE OF THE SAFE PROCEDURE, DON'T GUESS - ASK YOUR SUPERVISOR.
3. DO SOMETHING ABOUT UNSAFE CONDITIONS. CORRECT THEM OR REPORT THEM IMMEDIATELY.
4. USE PROVIDED PROTECTIVE EQUIPMENT. WEAR SENSIBLE CLOTHING.
5. REPORT ACCIDENTS IMMEDIATELY. WHEN INJURED - GET FIRST AID.
6. USE, ADJUST, AND REPAIR EQUIPMENT ONLY IF YOU ARE QUALIFIED - AND AUTHORIZED - TO DO SO.
7. GET HELP TO LIFT HEAVY LOADS.
8. FIGHTING; HOSTILE OR THREATENING BEHAVIOR OR LANGUAGE; AND/OR HORSEPLAY WILL NOT BE ALLOWED ON THE JOB.
9. KEEP YOUR WORK AREA CLEAN.
10. DO NOT ATTEMPT TO WORK UNDER THE INFLUENCE OF ALCOHOL OR DRUGS – YOU ARE A THREAT TO YOURSELF AND YOUR FELLOW WORKERS.
11. WHEN DRIVING ON COMPANY BUSINESS, OBEY ALL TRAFFIC LAWS. FINES ARE THE PERSONAL RESPONSIBILITY OF THE DRIVER. ACCIDENTS AND CITATIONS MUST BE REPORTED TO MANAGEMENT IMMEDIATELY.
12. EMPLOYEES MUST “TAG-OUT” MALFUNCTIONING EQUIPMENT AS SOON AS IT BECOMES KNOWN AND REPORT THE CONDITION TO MANAGEMENT.

RESPONSIBILITY

Responsibility for formulating this program and its continued implementation will rest with the Safety/Health committee herewith established.

This committee will meet at least quarterly. Meetings will be held on company time. Minutes will be taken and retained for 3 years.

The members of that committee will include:

_____ Representing management

_____ Representing employees

(Optional for larger firms [50+ employees])

(_____ Representing employees)

(_____ Representing either group)

The chair of the initial committee is _____, he/she will have the authority to call meetings of the committee, assign duties needed to carry out the functions of the committee, and the responsibility to present the concerns of the committee to management.

Membership on the committee should rotate. One or two members should be replaced annually to encourage new ideas and expand exposure while maintaining continuity with the experienced committee members.

IDENTIFYING AND CORRECTING HAZARDS

Hazard identification is the cornerstone of an effective safety/health program. Regular routine inspections will be performed semi-annually by members of the committee and, if desirable, other selected employees and/or supervisors. EMPLOYEES WILL BE TRAINED AND ENCOURAGED TO REPORT ANY UNSAFE PRACTICE OR CONDITION IMMEDIATELY to supplement the regularly scheduled inspections. Correcting obviously hazardous conditions immediately will not only help protect employees, but could have the added benefit of protecting customers, clients, and patients and controlling general liability losses.

After hazards have been identified, corrections will be prioritized according to:

1. Cost feasibility,
2. Degree of difficulty to accomplish, and
3. Degree of danger of the hazard itself

and actions for correction will be taken based on those criteria. Thorough analysis of the options for correction may reveal more than one method for action. In those cases, the least expensive, least disruptive course of action will be tried first.

After implementation of the corrective action, careful monitoring by the supervisor in charge will determine if the action is effective in controlling the hazard. If the monitoring reveals that is not the case, management and the S/H committee will try a different course of action.

TRAINING

The training of employees will be accomplished on a level commensurate with the individual's "need to know". All employees will receive training regarding the general safety rules of the company and the hazards common to all. This training will be done retroactively for all existing employees under the direction of the S/H committee. All new employees will receive comparable training, at the direction of the S/H committee, during the orientation process. The actual training of new hires will be accomplished by management or the immediate supervisor.

Individual employees will be trained to deal with the specific hazards or hazards he/she might encounter. This training will be done by supervisors when possible, but, if the expertise is not available internally, an outside source will be provided at company expense.

Attendance at the training sessions will be documented. One copy will be kept with the employee's personnel records and one copy will be kept with the master copy of the Safety/Health program.

All employees will receive a copy of this program for reference and the master copy will be retained by whoever the chair of the S/H committee is at the time.

Appropriate personal protective equipment will be provided to all employees who need it. Training will be provided for the proper use of that equipment. **IT IS THE DUTY OF THE EMPLOYEES TO WEAR THE PROPER EQUIPMENT WHEN AT RISK.**

ACCIDENT INVESTIGATION AND RECORDKEEPING

The immediate supervisor of the affected employee will investigate all accidents. The form shown as "Exhibit A" will be completed for each incident. The form is self-explanatory and will serve as a guide to ensure a thorough investigation. Copies of the completed forms will be kept in the employee's personnel file. Another copy will be retained under the control of the S/H committee to supplement OSHA record keeping responsibilities.

All accidents or work related illnesses that are fatal, result in lost work time, or require medical treatment beyond "first-aid"; will be recorded on OSHA form #301 or the state First Report of Injury form. If the company has at least ten employees and is not exempted due to a low hazard Standard Industrial Classification (SIC)*, these incidents must also be recorded on the OSHA Log #300 within six days. The #301's and the #300 Log must be retained through the year and available for inspection if requested by an OSHA investigator. In addition, the #300 Log must be posted in a prominent place during February, March, and April of the following year.

Those incidents that result in death or the hospitalization of 5 or more workers will be reported to OSHA within 48 hours of occurrence.

All OSHA reporting forms must be retained for 5 years. These records will be under the control of the S/H committee during that time. Even if the operation is exempt from keeping the OSHA 300's and 301's for compliance, the S/H committee will record incidents on the federal forms or on comparable substitutes and THESE RECORDS WILL BE USED TO IDENTIFY PROBLEM AREAS AND EMERGING TRENDS.

Forms should be available by contacting the State Department of Labor, Occupational Safety and Health Division or at <http://www.osha.gov>.

* Retail Pharmacy's SIC is 5912 and, as such, is exempt in some states.

EMERGENCY PLANS

FIRE:

1. The primary objective of our fire plan is personal safety of employees and/or customers.
2. All exits and fire extinguisher locations will be properly marked.
3. Employees will be trained in the use of the fire extinguishers to combat small fires in the beginning stages.
4. While some employees may be fighting the fire, others should be assigned to 1.) notify the fire department, 2.) help guide the evacuation of customers and patients, and 3.) control the scene once outside.
5. After the fire is controlled, management may assign employees to secure the premises, protect personal property from further damage, and try to ascertain the cause of the fire to prevent reoccurrences from the same causes.
6. During any business interruption, management will strive to keep the employees informed of progress toward resumption of normal business.

ADVERSE WEATHER:

1. The primary objective of our plans to deal with adverse weather is the protection of the lives and health of our employees and others who happen to be on the premises.
2. Designated shelter areas will be marked, stocked with a first aid kit, a battery operated light, and a battery operated radio.
 - a. The shelter area will be large enough to accommodate all employees likely to be on site plus 5-10 visitors or customers.
 - b. Equipment will be checked monthly to ensure it is operational.
3. Exits will be clearly marked to aid in evacuation if that becomes necessary.
4. Employees will be encouraged to obtain first-aid, CPR, or EMT training to help with the resulting medical problems.
5. Management may assign employees after-disaster tasks to help in securing the property and preventing further loss.
6. Same as #6 in the fire plan.

BOMB THREATS

1. As in the prior two plans, preservation of life and health is the primary goal.
2. Anyone receiving a bomb threat message via mail, phone, or messenger should notify management at once (if that is possible without risk of injury).
3. Management on site has the authority and responsibility to order evacuation for protection. (Most often, a threat will call for detonation at some future time, allowing inhabitants to evacuate.)
4. Management will notify to appropriate law enforcement agency.
5. If there is time, the property should be secured from intruders upon evacuation.
6. As employees are evacuating, they should take a quick look around their work areas for anything out of the ordinary or suspicious. IF THEY SEE ANY SUCH THING, THEY ARE NOT TO TOUCH IT. Simply note the facts for reporting to the authorities.
7. Upon evacuation, employees should congregate at a remote location for further instructions from management.
8. Same as #6 in the previous plans.

CRIME - Robbery or shoplifting

1. EMPLOYEES AND MANAGERS SHOULD NOT PUT THEMSELVES AT RISK IN TRYING TO THWART A ROBBERY OR A SHOPLIFTER WHO WILL NOT BE DETAINED BY VERBAL COMMANDS.
2. Go along with the demands, try to remain calm, note descriptions of perpetrators and/or vehicles for follow up investigations.

EMPLOYEE MOTIVATION

It is the duty of the company Safety/Health committee to motivate all of our employees to THINK AND WORK SAFELY.

As has been stated previously in this plan, proper equipment to accomplish this goal will be provided. Proper training in dealing with these safety and health issues will be provided to all employees when, and if, appropriate. The outlining of procedures in this program manual should also be looked at as a tool in achieving a totally safe work environment.

The committee may, at its option, elect to operate incentive plans for compliance, disincentives for non-compliance, contests, or anything else which it decides might stimulate employees to strive toward an accident free workplace.

The committee does, however, wish to stress that, with all that is provided by the company, **THE EMPLOYEE HAS THE ULTIMATE DUTY TO USE SAFE WORK PRACTICES TO PROTECT HIM/HERSELF AND OTHERS FROM ACCIDENTS AND INJURIES.**