

*Our work is never so urgent or important
that we cannot take the time to do it
safely.*

US LBM SAFETY PROGRAM

Updated August 2024

keep **U.S.** safe
LBM®



keep safe



WELCOME

I truly believe we are the best company in the building materials industry and that is entirely because of our associates. Given their effort, loyalty and passion for what we do, we owe it to them to provide the best environment and safest working conditions possible. We're committed to providing our companies with the tools and resources needed to create a safe working environment. Beyond this, each of our leaders also have a responsibility to create a sustainable safety culture. We must each set an example and be advocates for safety while clearly communicating and reinforcing our expectations and standards. It is equally important that we empower our associates to be advocates for safety so that they freely raise concerns and take personal responsibility. When it comes to safety at US LBM, everyone has a role to play.



L.T. Gibson

President and Chief Executive Officer, US LBM

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SECTION 1: Safety Program Overview & Introduction

The responsibility for the successful implementation of our program is shared by all US LBM associates. Divisional, regional and executive level safety committees have been established to ensure that information, policies and events are communicated up and down the organization and that the program is successful.



Leaders, including managers and supervisors, are responsible and accountable for the day-to-day implementation of the safety program, including all applicable regulations, accident prevention and safety awareness.

SECTION 2: Hazard Identification, Reporting & Controls

Safety is the responsibility of each and every associate. Continuous, informal inspections should be conducted by associates, supervisors, and maintenance personnel as part of their regular job responsibilities. These are the personnel who are most familiar with worksite operations and machinery. Our associates are a valuable source of information on workplace hazards and we look to them for assistance in formulating practical workplace controls.

This segment provides an easy-to-follow process for conducting and documenting safety inspections to identify and reduce safety and health hazards that may contribute to occupational injury or illness. Inspections provide an opportunity to survey the workplace to detect known and potential hazards and correct them before an accident occurs. Typically, inspections are made to identify physical hazards at the worksite, however, the work practices of associates will also be observed during the inspections.

Safety Assessments

Locating unsafe conditions or revealing unsafe practices is one of the best methods to demonstrate to our associates our interest and sincerity in safety. Assessments help encourage our associates to be safe. Regular inspections encourage individual associates to analyze their own immediate work areas and implement corrective action.

Safety assessments are formal, documented inspections that will be done on a regular basis at regular intervals. These inspections will be performed using prepared survey forms or checklists. Depending on the job tasks being performed and worksite conditions, they will be done weekly, monthly, quarterly, semi-annually, annually, or at other predetermined intervals. In some instances, such as noise and dust exposures, specialized assessments may be required. A copy of a Safety Hazard Survey Checklist can be found in the Resources section ([Resource 2.1](#)).

Division Safety Committees may elect to conduct assessments of various departments or locations within their divisions to help identify potential hazards, unsafe conditions and unsafe practices before they cause an accident.

Fleet & Equipment Assessment

Each location will assign responsibility to associates to assess equipment. The checks may be conducted by operators, maintenance, shift leader or foreman depending on qualifications. Some inspections such as sprinkler alarm tests, or hygiene sampling might be accomplished by outside inspectors.

Annual Safety & Health Assessment

This assessment may be completed by a third party (our insurance partners) or by way of a self-assessment. This will be your baseline measurement in the areas of: Environmental, Safety Management Process, Site/Physical Safety, and Property/Fire Safety - Life Safety. The objective of this program is to identify process and system shortfalls, develop action plans for continuous improvement.

All shortfalls must be accompanied with abatement recommendations and must be closed out by the location safety coordinator with documented corrective actions.

Reporting incidents & near misses

All incidents resulting in injury or property damage, no matter how minor, must be reported immediately. This includes incidents involving our associates, guests and contractors on company property, a jobsite or involving company equipment. The purpose of reporting is NOT to find fault, but to find the cause of the incident so similar incidents can be prevented in the future.

- A. Associates must report incidents to their supervisor immediately.
- B. Supervisors must notify the US LBM Safety and WC Teams immediately.
- C. Incidents must be reported to the Trav Car Nurse Line no later than 24 hours of incident.
- D. Supervisors will complete a thorough accident investigation, including photos and witness statements to determine root causes and corrective actions.
- E. Alert the Regional Safety Manager immediately if the incident results in an In-patient hospitalization, amputation loss of an eye or death.

Near misses (situations where an incident nearly happened) should be recorded and investigated so that corrective actions may be taken to prevent the same situation from reoccurring.

Anti-Retaliation Policy

As covered in the US LBM Standards of Business Conduct and the Associate Handbook, the Company maintains a strict anti-retaliation policy that prohibits retaliation against associates who report violations. Please reference the US LBM Associate Handbook Appendix G for our additional information on our Whistleblower Policy.

Corrective Action

Everyone is responsible for the identification of unsafe or unhealthy conditions. Conditions presenting an immediate and imminent hazard to associates or customers will be corrected immediately. If it cannot be corrected, it will be made safe by isolation, such as Lock out/ Tag out, cordoning off an area, shutting down machinery, grounding a truck or other vehicle, etc. Appropriate action must be taken to make the location safe until permanent action can be taken.

Conditions that may not be an imminent hazard but need correction will be completed promptly. Corrective actions must be taken to ensure compliance with all federal, state and local regulations at all times. The Location Manager must ensure that the correction is completed and documented.

Hazard Control

Controlling a hazard removes and reduces its ability to cause harm and makes the workplace safer. Just as there are different categories of hazards, there are also different categories of hazard controls.

Hazard Control	Description	Example
Elimination	Remove a hazard from the workplace	Changing a production process so that a chemical known to cause cancer is no longer used
Substitution	Replace a hazard with something less hazardous	Changing a formula so that instead of working with a highly explosive fluid, workers work with a fluid that is less explosive
Engineering Control(s)	Design a solution that controls the hazard at its source (requires a physical change at the workplace)	Encasing a noisy machine inside a sound-proof barrier
Safe Work Practice(s)	Develop specific rules and procedures for all workers to follow when working in the presence of or potentially exposed to a hazard	Placing warning labels on hazardous chemicals
Administrative Control(s)	Developing other work practices to protect workers from hazards	Limiting the amount of time workers can work in a noisy area

Personal Protective Equipment (PPE)	Protective clothing or equipment that protects a worker from a hazard	Providing hearing protection to people who work in a noisy area
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Some control measures may require formal, written programs.

Location Specific Required Written Programs include but are not limited to: [\(See Section 8\)](#)

- Hazard communication – 29 CFR 1910.1200
- Lockout/tagout (energy control procedures)- 29 CFR 1910.147
- Respiratory protection – 29 CFR 1910.134
- Personal protective equipment (hazard assessment) – 29 CFR 1910.132
- Blood borne pathogens – 29 CFR 1910.1030
- Emergency action plans – 29 CFR 1910.38
- Permit-required confined spaces – 29 CFR 1910.146
- Fire prevention plans – 29 CFR 1910.39
- Hearing Conservation Program- 29 CFR 1910.95
- Hot works program- 29 CFR 1910.106

Jobsites filled with multiple contractors, consultants and temporary workers employed in a variety of operations are known as multiemployer worksites. OSHA utilizes a multiemployer citation process for determining responsibility when more than one employer on a worksite might be citable under OSHA regulations. We should give consideration to these types of partnerships when undertaking hazard controls.

SECTION 3: Safe Work Practices

Safe workplaces are essential to the success of our company and the health of our associates. Rules defining safe work practices must be established for each location/division. Rules must be appropriate for the type of work location, such as an office, yard, warehouse or manufacturing facility, and specific job function. Rules established must be compliant with all federal, state and local regulations and US LBM policies.

SECTION 4: Return to Work Program

As part of our commitment to creating a safe and rewarding work environment, our goal is to help injured associates get back to work as quickly as possible. Research has shown:

- Early return to work (prior to full recovery) improves physical recovery and can reduce an associate's time away from full duty.

- Well-designed transitional duty programs can contribute to faster and fuller healing in a shorter period of time.
- Most associates who are offered modified duty return to work twice as often as those who are not.

To meet this goal, we have created a return-to-work program that offers modified duties that help transition associates back to work. Under this program, a worker is evaluated by their treating physician to determine what tasks they can perform that are part of regular work assignment and what tasks cannot be performed temporarily. Tasks that are to be avoided are expressed as "restrictions" and usually are described as activities that are not to be performed, performed for a limited time or a weight limit that is not to be exceeded while lifting, pushing, or pulling. The severity of the injury and the progress the injured worker has made in their recovery dictate the extent of the restrictions.

A strong commitment to our return-to-work program by location management is necessary. There are several tools that will help to assure that the return-to-work program effectiveness:

- Clear statements to associates at the time of hire regarding the return-to-work program.
- Clarification of physical demands for transitional duty tasks.
- Through our insurance providers, programs exist that place associates with restrictions in offsite transitional work programs assisting local community organizations. You can contact our US LBM workers compensation team for more details regarding these programs.

It is important to communicate regularly with associates out of work for a job-related injury. It is essential that the associate knows we are concerned for their well-being. Reinforce their importance to the organization's success. Make sure you are monitoring their progress and staying in contact with the US LBM workers compensation team. Keeping the lines of communication open with the US LBM workers compensation team, insurance company, and associates will help facilitate timely recovery.

- A. The [USLBM Injury Packet](#) includes reporting guidance and needed documentation.
- B. Detailed guidance for workers' compensation can be found in the [Risk Services Manual](#), pages 4-8.

SECTION 5: Emergency Identification & Response

A workplace emergency is an unforeseen situation that threatens your associates, customers or the public, disrupts or shuts down your operations, or causes physical or environmental damage. Emergencies may be natural or man-made and include the following:

- Floods

- Hurricanes
- Tornadoes
- Toxic gas releases
- Chemical spills
- Radiological accidents
- Explosion
- Civil disturbances
- Workplace violence resulting in bodily harm and trauma

Emergency Action and Fire Prevention Plans

An emergency action plan covers designated actions that divisions and associates must take to ensure safety. The Location Manager will work with their location and division leadership to create a location-specific plan that is reviewed annually and updated as needed. The plan must be reviewed with associates and posted in common areas as required by 29 CFR 1910.38.

A location-specific fire prevention plan must also be created locally. A fire prevention plan can help prevent fires from occurring in the workplace. It describes the fuel sources (hazardous or other materials) on site that could initiate or contribute to the spread of fire, as well as the building systems such as fixed fire extinguishing systems and alarm systems, in place to control the ignition or spread of a fire. The Location Safety Coordinator will work with their location and division leadership to create the location-specific fire prevention plan that is reviewed annually and updated as needed. The plan must be reviewed with associates and posted in common areas.

Both of these documents must include location-specific and emergency-specific evacuation plans, exit routes and alarm systems.

Workplace Violence

US LBM has a zero-tolerance policy for workplace violence. Violent, threatening, intimidating, or bullying behavior toward anyone will not be tolerated. Associates are encouraged to report and log all incidents and threats of workplace violence.

SECTION 6: Associate Training & Recordkeeping

All associates are to be oriented on safe work practices and hazards present in the workplace. Workplace safety and health orientation begins on the first day of employment and is refreshed for all associates annually.

Minimum Annual Required Training for All Associates

All associates will be required to complete online training in the learning management system covering minimum mandatory topics. Job specific functions will require additional training. The minimum mandatory training topics include:

- Emergency Response
- Fire Extinguisher Use
- Workplace Bullying and Violence
- Hazard Communication - What you need to know
- Protect Your Back Safety
- Bloodborne Pathogens

New Hire Safety and Health Process

New associates will be required to complete the minimum mandatory online training modules. Before undertaking any assigned job, all new associates will be instructed by their immediate supervisor, or other designated responsible associate, regarding how to safely perform their job. Whenever an associate is assigned to a new or different job, or whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard, and whenever the employer receives notification of a new or previously unrecognized hazard, the associate will be instructed as outlined above.

All new associates will be provided with an orientation to the safety program and rules. New associates will be introduced to:

- Their role in our safety programs, including the need for reporting hazards and accidents, general work rules and discipline procedures.
- Their responsibility in the health program, including availability of medical services, return to work following injury and illness, getting treatment for injuries, responsibility for fitness, and rules on the use of alcohol and drugs.
- Their duties with respect to company property and security precautions.
- Their role in the fire prevention program, including housekeeping, reporting fires, evacuation and fire extinguishment.
- Safety Data Sheets (SDS) from manufacturers and suppliers, pertaining to health or injury hazards not previously known to the Associates, will be available via a third-party service. Each associate will be instructed in how to seek requested data.
- All forklift operators must be certified and carry such written certification on their person at all times when operating such equipment. Before any new associate is permitted to operate such equipment, they must be given a course of instruction and be certified in writing by the location manager or their designee. Such instruction must include limitations of the machine, loading of the vehicle, securing the load, method of dumping, or transferring loads, etc.
- All production associates will be given specific instruction and training for proper operation of the machinery they are to operate. No piece of machinery shall be operated by untrained or unauthorized associates.

Job-Specific Training

- Supervisors will initially train associates on how to perform assigned job tasks safely.
- Supervisors will carefully review with each associate the specific safety rules, policies and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give associates verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe associates performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an associate is permitted to do the work without supervision.
- All associates will receive safe operating instructions on seldom used or new equipment before using the equipment.
- Supervisors will review safe work practices with associates before permitting the performance of new, non-routine, or specialized procedures.

Periodic and Remedial Retraining of Associates

All associates will be retrained annually on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual associates will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes associates displaying unsafe acts, practices or behaviors.

Repeat, disregard or refusal to follow safety rules and training may result in disciplinary action up to and including termination of employment.

First Aid/CPR Responders

All locations without emergency services that are able to respond within a reasonable amount of time are required to have trained associates (at least two per location) as First Aid/CPR responders as required by 29 CFR 1910.151 (b). OSHA has long interpreted the term "near proximity" to mean that emergency care must be available within no more than 3-4 minutes from the workplace, an interpretation that has been upheld by the Occupational Safety and Health Review Commission and by federal courts. This training will be offered through local sources such as the Red Cross or an occupational medicine provider.

There will be a posting to inform all location associates of designated First Aid/CPR responders and First Aid/CPR responders are trained in the Bloodborne Pathogen standard as required by OSHA. An approved First Aid Kit is also required for all locations.

Recordkeeping

Recordkeeping is essential to compliance and our safety program. All training and instruction will be documented, dated and signed by both the instructor and the associate. This documentation is to be maintained in our online learning management system.

SECTION 7: Fleet Safety

Whether operating one vehicle or many, a fleet safety program will help assure compliance with safety regulations, reduce the possibility of accidents, help lower repair costs, and save money by reducing insurance premiums. In addition, implementing a fleet safety program can reduce equipment downtime and improve the image of our company in the community.

The purpose of our fleet safety program is not to provide detailed information on regulations concerning fleet safety, but rather to encompass the important elements of a successful fleet safety program. A number of criteria, including fleet size, type of equipment, and usage of the vehicles are contributing factors in US LBM's program. Many of the references cite standards from Title 49 CFR, Federal Motor Carrier Safety Regulations, promulgated by the U.S. Department of Transportation, Federal Highway Administration.

Roles & Responsibilities

Position	Safety Function
Drivers	<ul style="list-style-type: none"> • Check and maintain their vehicles • Conduct a daily pre and post inspection in Geotab when operating a commercial motor vehicle. • Follow specific department rules and state and federal driving regulations • Drive defensively and courteously
Driver Supervisor	<ul style="list-style-type: none"> • Investigate fleet accident • Ensure drivers receive orientation and training • Conduct driver safety meetings • Participate in accident reviews and follow through with corrective measures
Location Fleet Safety Coordinator	<ul style="list-style-type: none"> • Ensure driver orientation and training occurs • Maintain all driver training records • Collect, analyze and distribute information on accidents and regulatory changes • Recommend corrective action following accident reviews • Ensure appropriate inspection, maintenance, and repair of fleet

US LBM's definition of a commercial motor includes any vehicle that is used on a highway in interstate or intrastate commerce to transport passengers or property when the vehicle has a gross vehicle weight rating (GVWR) of 10,001 pounds or more or is used to transport hazardous materials in quantities requiring placards.

Driver selection

Associates will be evaluated and selected based on their driving ability. To evaluate an associate as drivers, Human Resources will:

- Review past driving performance and work experience through previous employers reference checks. All new and current associates are required to complete a written application. CDL drivers will be queried in FMCSA's Clearinghouse and an annual MVR Check will be conducted.
- Ensure the associate has a valid driver's license
- Ensure the associate is qualified to operate the type of vehicle they are assigned to.

DRIVER TRAINING

A suitable amount of time will be given for reviewing the company's safety policies and procedures that govern company vehicle driving. Training must be provided for drivers regularly, including specific training for new hires, entry level drivers and for drivers following an incident, citation, or loss before returning to work. All training must be documented in the learning management system.

US LBM minimum mandatory topics are available on the learning management system and include:

- Distracted Driving,
- Defensive Driving

New Driver Orientation Program

The new driver orientation program includes information on safe driving practices and accident reporting procedures. Different levels of driver training is necessary for over-the-road drivers vs. city delivery or straight truck or utility drivers.

Driver Drug Screening Policy

US LBM's FMCSA CDL Drug and Alcohol Policy guides all testing for drivers with Commercial Driver Licenses. US LBM's DOT drug screening policy adheres to all applicable FMCSA regulations, including but not limited to:

1. 49 CFR Part 382 Controlled Substances and Alcohol Use and Testing

2. 49 CFR Part 40 - Procedures for Transportation Workplace Drug Testing Programs

These Federal Motor Carrier Safety Regulations apply to interstate motor carriers, as well as intrastate carriers. The determining factor is whether or not any of your drivers are required to have a commercial driver's license (CDL) in order to operate their particular vehicle.

Reasonable Suspicion

If the driver's supervisor or another Company official designated to supervise drivers believes a driver is under the influence of alcohol or drugs, the driver will be required to undergo a drug and/or alcohol test. The basis for this decision will be specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver and in accordance with US LBM's FMCSA CDL Drug and Alcohol Policy. The required observations shall be made by a supervisor or company official who is trained in accordance with 49 CFR 382.603.

Reporting Incidents & Near Misses

All incidents resulting in injury or property damage, no matter how minor, must be reported immediately. This includes incidents involving our associates, guests and contractors on company property, a jobsite or involving company equipment. The purpose of reporting is NOT to find fault, but to find the cause of the incident so similar incidents can be prevented in the future.

- A. Associates must report incidents to their supervisor immediately.
- B. Supervisors must ensure incidents are reported to the Trav Care Nurse Line no later than 24 hours.
 - a. A Near Miss Report Form can be found in the Resources section ([Resource 2.2](#)).
- C. Supervisors will complete a thorough accident investigation, including photos and witness statements to determine root causes and corrective actions. An Incident Investigation Report Form can be found in the Resources section ([Resource 2.3](#)).

Near misses (situations where an incident nearly happened) should be recorded and investigated so that corrective actions may be taken to prevent the same situation from reoccurring. Near misses and the corrective actions taken will be reviewed and discussed by the Division Safety Committee. The Incident/Near Miss Report Form can be found in the Resources section ([Resource 2.2](#)).

Transportation of Hazardous Materials

A hazardous material is a substance or material, including a hazardous substance, hazardous waste, marine pollutant, or elevated temperature material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable

risk to health, safety, and property when transported in commerce and which has been so designated. The shipper is responsible for properly preparing hazardous materials for transportation including proper markings, labels, shipping papers and placards. A listing of these materials may be found in 49CFR 172.101 and 102 and the appendix to 172.101.

Distracted Driving

In order to increase employee safety and eliminate unnecessary risks behind the wheel all US LBM has a Distracted Driving policy for all Divisions.

Associates may not use a handheld cell phone or device while operating a division owned asset. This includes but is not limited to:

- answering or making phone calls that require more than a single button,
- reading emails or texts,
- composing emails or texts,
- reviewing work orders and tickets
- entering addresses into a GPS system.

Driver Recordkeeping

US LBM's HR Compliance team maintains driver qualification files with documentation of the application, interview and testing process for a driver in accordance with 49 CFR 391.51. The file must include:

- Employment Application or Application for Certification
- Current DOT medical card
- DOT physical wavier form (if applicable)
- Certificate of Road Test and copy of CDL license
- Motor Vehicle Report
- Annual review of driving record
- Any other documents relating to driver's ability to safely operate a commercial motor vehicle
- Motor carriers must maintain a secure Driver Investigative History File including the following:
 - Driver's written authorization to contact previous employers to obtain past drug or alcohol violations
 - Past employment responses as required by 49 CFR 391.23.

The US LBM HR Compliance team must maintain records, as required under 49 CFR 390.31, and make them available for inspection at their principal place of business within two days of a request from an authorized FMCSA representative.

SECTION 8: Location Specific Requirements

This workplace safety program has established the minimum requirements as expressed by US LBM. However, it is not a comprehensive program designed to satisfy all regulatory obligations. Each division and location has an obligation to maintain a workplace that is free from recognized hazards that are causing or likely to cause death or serious physical harm. Specific training and written programs will be required to satisfy this general duty obligation.

The table below highlights the most common location specific program and training requirements but it is not a complete list.

Standard Reference	Description
29 CFR 1910.38	Emergency Action Plans
29 CFR 1910.39	Fire Prevention Plans
29 CFR 1910.66	Powered Platforms, man lifts and vehicle mounted work platforms
29 CFR 1910.95	Hearing conservation programs
29 CFR 1910.106	Hot works program
29 CFR 1910.132	Personal Protective Equipment General Requirements
29 CFR 1910.134	Respiratory protection (including voluntary use)
29 CFR 1910.146	Permit required confined spaces (typically large dust collectors)
29 CFR 1910.147	Lockout/ Tag out (energy control procedures)
29 CFR 1910.178	Powered Industrial Trucks
29 CFR 1910.332	Electrical safety
29 CFR 1910.1030	Blood borne pathogens
29 CFR 1910.1200	Hazard Communication
29 CFR 1910.1153	Respirable crystalline silica

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RESOURCES

RESOURCE 2.1: Safety Hazard Survey Checklist

Topic	OK	Work Needed	N/A
Housekeeping			
Smoking area designated, well maintained?			
Floors and aisles clear of waste, debris, scrap or spills?			
Metal waste cans for oil soaked rags?			
Shelving and stock storage well kept?			
Loading dock plates secured and used?			
Trailer chocks provided and used?			
Weeds/combustibles removed next to building (over 20')?			
Stairways/Ladders			
Treads, railings secured?			
Portable ladders appropriate for use?			
Good condition?			
Safety feet? (rubber caps)			
Fixed ladders equipped with side cages, rails or special devices?			
Fire Protection			
Extinguishers visible, unobstructed, inspected, tagged, and charged?			
Fire alarm tested and drills performed regularly?			
Exits clear, marked visibly, unlocked?			
Panic hardware or door alarms provided and in working order?			

Fire Protection			
Emergency evacuation routes posted with clear orientation/origin points?			
Fire doors and aisles maintained, well located, unobstructed?			
Flammable liquids stored, handled and dispensed in a safe manner?			
Automatic sprinkler system locked open, tested, head clearance?			
Emergency lighting maintained, exits illuminated for emergencies?			

Electrical Hazards			
Minimum 3' clearance maintained in front of electrical panels?			
Extension cords for temporary use only?			
Hard wired, fixed equipment?			
Explosion-proof wiring and fixtures provided where necessary (per NFPA)?			
<i>Well maintained?</i>			
Covered?			
Switches/junction boxes covered?			
<i>Exposed wires/connections?</i>			
Evidence of frayed electrical cords or exposed fixtures?			
<i>Polarity checked?</i>			
Portable electric tools grounded and polarized?			
<i>Used near fire hazards?</i>			

GFCIs provided within 3' of water sources?			
Functioning properly?			
Switches/fixture overheating?			
Electrical Hazards			
Hot panels or equipment evident?			
Fuse/breaker/cord size appropriate for use?			
<i>Amperage rating checked?</i>			
Grounded connections provided?			
Well maintained?			
<i>Three prongs intact?</i>			
Motors and compressors kept free of excessive grease/oil or dust?			

Heating/Ventilation			
Units checked annually by qualified contractor?			
<i>Certificates on file?</i>			
Gas or electric sources shut off when not in use?			
Verified?			
Clearance at least 3' for combustibles?			

Machines/Equipment			
Bystander/operator protection provided on all machines/equipment within 7' from floor level?			
All electrical equipment on recorded inspection schedule?			
ID problems?			
Safety glasses/face shields worn together on grinders?			

Tool rest 1/8"?			
Safety distance maintained and verified for each die/operation?			
Safety features in place for operators and set-up persons?			

Machines/Equipment			
Lockout/tagout procedure utilized for die setup and equipment repair?			
Disabled equipment locked/tagged?			
Additional moving parts protected from associate contact?			

Welding Operations			
Compressed air/acetylene cylinders safely stored, handled, and labeled?			
Fuel lines/torches protected with anti-flashback/back flow protection?			
Multi-purpose extinguisher located nearby for emergency use?			
Welding helmets equipped with tinted lenses?			
<i>Safety glasses used also?</i>			
Protective flame retardant clothing used during welding?			
Hot work permits and/or fire watch used when not in booth confines?			

Personal Protection Equipment			
First-aid responders available on each shift?			
<i>Trained and authorized?</i>			

Appropriate first-aid supplies maintained?			
<i>Inventory sheet and checkout for prescribed drugs utilized?</i>			
Blood borne pathogen protection and facilities used per company protocol?			
Hearing protection used in accordance with hearing conservation program?			

Personal Protection Equipment			
Hard hats provided where needed?			
Has hazard assessment been done?			
Safety glasses used? Side shields used?			
<i>Prescription users protected?</i>			
Gloves/aprons for protection against cuts, chemicals?			
<i>Barrier creams?</i>			
Associates eating/drinking near toxic materials or solvents?			
<i>Canteen used?</i>			
Respiratory protection used consistent with OSHA 1910.134 (5/98 req.)?			

Material Handling			
Only certified operators use forklifts?			
Forklifts well maintained per OSHA?			
Mechanical lifting devices instead of manual handling?			
<i>Trained Associates?</i>			
Storage system reduces need for manual handling?			
Mechanical assistance for picking materials?			
Awkward physical movements and high force or repetitive tasks?			

Motor Vehicle Safety			
Motor vehicle records checked for all drivers?			
Measured against criteria?			
Safe driving expectations communicated & observed?			
Vehicles well maintained?			
<i>Inspection and PM program used?</i>			
Emergency kits and accident reporting forms stored in vehicles?			

Crime, Cash Handling, and Security Protection			
All building openings protected from access?			
Stock stored away from visibility and theft access?			
Effective night lighting (inside/outside) provided over inventory/high \$ items?			
Closing/lockout protocol observed?			
Keys controlled by management?			
Cash on hand not over \$50?			
<i>Procedure for large bills to safe?</i>			
Parking lot/exterior well maintained and lit?			
<i>Snow/ice removal?</i>			
No holes?			
Visitors not allowed in production area without management/PPE?			

General Items			
Emergency phone numbers posted?			
<i>Incident reporting protocol in place?</i>			
OSHA summary posted?			
<i>Safety committee minutes posted?</i>			
Hazard reporting plan posted and used?			
Kept current?			



Date Performed _____ Supervisor's Signature _____

Copies To: _____

RESOURCE 2.2: Incident/Near Miss Report

An incident is an event that did cause injury to a person or damage to equipment, building or materials.

A near miss is an event that could have caused injury to a person or damage to equipment, building or materials.

Form Initiator: _____

Person involved in incident: _____

Witness(es): _____

Associates

Occupation: _____

Date of incident: _____ Time of incident: _____ a.m. p.m.

Date reported: _____

Department and location where occurred: _____

Workers shift day of injury (from) _____ a.m. p.m. (to) _____ a.m. p.m.

Nature of injury (strain, cut, bruise, etc.): _____

Body Parts affected: _____

Medical Treatment Required: None First Aid/Med Express Doctor or Hospital

Name of Hospital or Attending Physician: _____

Was associate hospitalized overnight as a patient? Yes No

Did associate leave work due to injury? Yes No If yes what time? _____ a.m. p.m.

Date returned to regular duty: _____

Date returned with light duty restrictions: _____

Describe incident fully: (use back page if necessary or sketch on back if needed to clarify): _____

List all equipment, machinery, materials or chemicals associate was using when even occurred: _____

Identify factors that you believe contributed to or caused the incident:

Complete this section if an injury occurred or there was damage to equipment.

Were proper procedures being followed when incident occurred? Yes No

If no explain: _____

Was associate wearing proper personal protective equipment? N/A Yes No

If no explain: _____

Are changes in equipment necessary to prevent reoccurrence? Yes No

If yes explain: _____

Associate's
Signature: _____

Supervisor's
Signature: _____

Please forward this form to the Human Resources Department as soon as possible following the incident or near miss.

Note: If an associate receives medical treatment from a doctor or hospital, additional forms will need to be filled out and forwarded to the HR Dept. along with the incident report so a Workers Compensation claim can be filed.

HR send copies to:

- Division President Safety Coordinator Location Manager Supervisor

* Division/Location RM Pro Administrator must upload a copy of this document to RM Pro.

RESOURCE 2.3: Supervisor's Incident Investigation Report

ASSOCIATE NAME		JOB TITLE
ACCIDENT/INCIDENT ADDRESS (STREET		DEPARTMENT
CITY, STATE, ZIP CODE	TELEPHONE	LENGTH OF TIME ON JOB
SITE BUSINESS	TYPE OF BUSINESS	
<p>ACCIDENT TYPE (select the most appropriate response)</p> <p> <input type="checkbox"/> Struck against <input type="checkbox"/> Fall to different level <input type="checkbox"/> Contact electrical current <input type="checkbox"/> Other (describe) _____ <input type="checkbox"/> Struck by <input type="checkbox"/> Slip or twist (not fall) <input type="checkbox"/> Muscular strain <input type="checkbox"/> Caught in or between _____ <input type="checkbox"/> Exposure to temp. extremes <input type="checkbox"/> Respiratory exposure _____ <input type="checkbox"/> Fall on same level <input type="checkbox"/> Skin exposure <input type="checkbox"/> Exposure to physical agents (noise, radiation, etc.) </p>		
<p>HAZARD</p> <p>A. Identify the behavior prior to accident/incident, describe the events such as cleaning, climbing, repairing, installing, lifting, cutting, etc.</p> <p>_____</p> <p>_____</p> <p>B. Identify the action that contributed to the accident, such as twist, push, crawl, stand, sit, reach, etc.</p> <p>_____</p> <p>_____</p>		

CAUSE (Use the listing below as an aid in identifying the factors that contributed to the accident. (Check all that apply.)

PROCEDURES

- None developed
- Developed but not followed
- Developed but not trained
- Developed but not understood
- Developed but not accurate
- Developed but unable to follow

HAZARD

- Created by co-worker
- Created by external factors
- Documented but not repaired
- Identified but not accepted
- Unidentified
- Repaired but deficient repair
- Conditions changed without proper communication
- Lack of documentation

FACILITIES/EQUIPMENT

- Faulty equipment
- Poor design
- Corrosion/wear
- Ergonomic factors
- Facility layout
- New equipment
- Change in process/materials

COMMUNICATION

- Insufficient planning
- Breakdown in communication between workers
- Breakdown in communication between workers & supervisors
- Breakdown in communication between work teams
- Confusion after communication

IN A HURRY

- Supervisor implied need
- Associate perceived need
- Friendly competition
- Due to external factors
- Workload too heavy
- Lack of team work
- Customer originated
- Equipment failure
- Rushes, deadlines
- To achieve bonus
- Lack of help or assistance
- Illness

TRAINING

- Insufficient training
- Circumstances not addressed in training
- Tools used incorrectly

OTHER FACTORS

- Weather/temperature
- Working long hours
- Physical overexertion
- Chemical
- Improper body position
- Personal protective equipment
- Light
- Noise
- Atmosphere
- Visibility
- Radiation

MAJOR CAUSE (From areas identified on the previous page, choose the major cause)

- Procedures
- Facilities/equipment
- In a hurry
- Training
- Environment
- Communication

Other _____

People _____

Materials _____

ROOT CAUSE

1. Why did the event occur? _____

2. Why did the behavior exist? _____

3. Why did the condition exist? _____

CORRECTIVE ACTION List corrective steps to reduce potential for recurrence)

1. Explain how to eliminate the hazard or task _____

2. Define how to engineer or design out the hazard or task _____

3. How would you substitute the hazard or task? _____

4. What type of training is needed? _____

5. What type of personal protective equipment is needed? _____

Completed by _____ Date _____

Division Safety Committee – SAMPLE Meeting Minutes

Date - Time

Location Name

Members Present:	Daniel Dee	John Roofing
	Greg Boss	
	Robert Stud	Tom Truss

1. Call to Order

- Assign note taker

2. Read Minutes from Previous Meeting

3. Review any Injuries in the past week/month (time since last meeting)

- How many?
- What type?
- What were the causes?
- Identify repeat accidents by Associates
- Was there lost time?
- What efforts are being made to return the Associate to modified duty?
- How could the accidents have been prevented?
- What corrective measures will be taken?

4. Review any Incidents/Accidents

- Describe
- How could they be prevented?
- What corrective measures will be taken?

5. Review Monthly Site Inspection

- Present findings/corrective actions
- Assign person to perform next inspection, to be completed before next safety meeting

6. General Discussion and Safety Suggestions

- Address any comments/suggestions
- Review meeting safety topic
- Present and/or propose special topics for future safety meetings

7. Risk/Safety Metrics

- Monthly review of Partner Company performance

8. Training

- Targeted in depth training, may be job specific

9. Action Items

- Monitor progress of phased in Safety Improvements

10. Conclusion of Meeting

- Set date for next safety meetings
- Plan for communicating meeting info to all Associates (i.e., posting minutes or addressing at a group meeting)
- Adjourn

Division Safety Committee – Meeting Sign Up Sheet

Topic: _____

Conducted By: _____ Date: _____

Please Print Name Below:

1.	21.
_____	_____
2.	22.
_____	_____
3.	23.
_____	_____
4.	24.
_____	_____
5.	25.
_____	_____
6.	26.
_____	_____
7.	27.
_____	_____
8.	28.
_____	_____
9.	29.
_____	_____
10.	30.
_____	_____
11.	31.
_____	_____
12.	32.
_____	_____
13.	33.
_____	_____
14.	34.
_____	_____
15.	35.
_____	_____
16.	36.
_____	_____
17.	37.
_____	_____
18.	38.
_____	_____
19.	39.
_____	_____
20.	40.
_____	_____

