

Sound Native Plants
Safety and Health Policy

Sound Native Plants believes that preventing occupational injuries and illnesses should be given top priority at all times.

We have established an accident prevention program that emphasizes the integration of safety and health measures into each job task so that safety, health and job performance become inseparable. We encourage cooperation between all employees in order to attain the lowest possible industrial accident rates.

Timely and appropriate safety training for new and transferred employees, periodic safety and health committee meetings, an active self-inspection program, proper mechanical guards, and personal protective equipment will be used to reduce work hazards.

By accepting mutual responsibility to operate safely, we will all contribute to the well being of personnel, and subsequently, the company.



(Signed – CEO or President)

Sound Native Plants Accident Prevention Program

Introduction

Industrial injury accidents create a no-win situation for everyone involved. Employees experience pain, suffering and incapacitation while the company suffers from the loss of the injured person's contributions. This document is designed to help all personnel in assuring that such an undesirable situation will not develop at Sound Native Plants. It provides information and guidance for the establishment and maintenance of an accident-free work environment.

Occupational safety and health require an effective communication system between workers, supervisors, and managers. All personnel are responsible to assure that their messages are received and *understood* by the intended receiver.

Safety Program Overview

Sound Native Plants' safety program includes the following elements. The crew supervisor will provide safety training for all new employees, including use of personal protective equipment. The crew supervisor will conduct monthly safety meetings with the crew. The nursery manager will maintain properly stocked first aid kits and supplies at designated locations. Emergency procedures will be prominently displayed in the office and at other appropriate locations. Accidents and hazardous conditions will be promptly reported and investigated, and hazardous conditions will be rectified quickly. Hazardous materials will be inventoried and MSDS sheets filed in the Hazards Communication Plan. The nursery manager and crew supervisor will conduct periodic on-the-job reviews of safety procedures.

Managers' Responsibilities

Active participation in and support of safety and health programs is essential. Managers will provide policy direction, oversight and support for safety and health programs.

The Nursery Manager's responsibilities include:

1. Participate in safety meetings.
2. Participate in accident investigations.
3. Assist with workplace safety inspections.
4. Establish realistic safety and health goals, to be implemented according to the framework established by this document.

Supervisors' Responsibilities

The Nursery Crew Supervisor's primary responsibilities include ensuring the safety and health of the crew employees. To accomplish this obligation, supervisor will:

1. Assure that all safety and health rules, regulations, policies, and procedures are understood and observed.
2. Require the proper care and use of all needed protective equipment.
3. Identify and eliminate job hazards.
4. Inform and train employees on the hazardous chemicals and/or procedures they *MAY* encounter on the job.
5. Receive and act on employee suggestions.
6. Conduct monthly safety meetings with the crew to discuss safety and health matters and work plans.
7. Train employees (new and experienced) in the safe and efficient methods of accomplishing each job or task as necessary.
8. Establish accident prevention measures.
9. Participate in accident investigations and inspections.
10. Promote employee participation the safety and health program.
11. Follow the progress of injured workers' rehabilitation.

Employees' Responsibilities

1. Observe all company safety and health rules and apply appropriate accident prevention measures.
2. Comply with all regulations regarding hazardous chemicals, this includes reading the labeled directions carefully and using personal protective equipment at all times.
3. Report any job-related injury, illness or property damage to the crew supervisor and promptly seek treatments.
4. Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts promptly to the crew supervisor.
5. Observe all hazard warning and no smoking signs.
6. Keep aisles, walkways and working areas clear of slipping and tripping hazards.
7. Know the location of fire / safety exits and evacuation procedures.
8. Keep all emergency equipment such as fire extinguishers, fire alarms, fire hoses, exit doors, and stairways clear of obstacles.
9. Do not work under the influence of alcoholic beverages or drugs nor consume them while on company premises.
10. Operate equipment only after receiving the appropriate safety training, and observe safe operating procedures for the equipment.
11. Follow proper lifting procedures at all times.
12. Ride as a passenger on a vehicle *only* if it is equipped with a rider's seat.
13. Be alert to see that all guards and other protective devices are in their proper places before operating equipment.
14. Do not wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement, or around electrical equipment.
15. Actively support and participate in the company's efforts to provide a safety and health program.
16. Stop at all railroad tracks. Don't pick up hitchhikers.

Non compliance will result in disciplinary actions. First a verbal/written warning. Second written warning. Third dismissal if violations continue to occur.

Safety Orientation Program

The safety orientation program describes Sound Native Plants' accident prevention programs and activities. The safety orientation program includes the following elements:

1. Location of First-Aid Kits

First-Aid kits will be kept in the nursery office in a prominent, clearly labeled container, and in the nursery truck. The Nursery Manager will inspect the first aid kits periodically and replenish as necessary.

2. Personnel With First-Aid Training

The Crew Supervisor and at least one other employee will maintain current Red Cross certification in basic first-aid procedures.

3. Reporting Injuries

All on-the-job injuries will be reported to the Crew Supervisor promptly. The Crew Supervisor will complete a written record of the injury on an Accident Report form, with the assistance of the injured employee and any witnesses. Blank Accident Report forms will be kept with the first-aid kits.

4. Reporting Unsafe Conditions

Unsafe or hazardous conditions should be reported promptly to the Crew Supervisor. The Crew Supervisor should take immediate action to correct any conditions that present an imminent danger. Other conditions may be presented to the safety and health committee for resolution.

5. Use of Personal Protective Equipment

The Crew Supervisor shall regularly inspect all personal protective equipment to insure that it is in good working order. The Crew Supervisor shall provide training to all affected employees on the use and care of personal protective equipment. Personal protective equipment includes gloves, safety glasses, dust masks, and rubber boots.

6. Emergency Procedures

In a medical emergency, the first responder to the emergency shall secure the scene, assess the condition of the victim, provide basic first-aid if applicable, and call 9-1-1 to report the emergency. The caller should use the cordless telephone from the office if possible, and remain on the scene to await further instructions from emergency responders.

7. Hazardous Materials

Hazardous materials will be inventoried and MSDS sheets maintained on file in the Hazards Communication Plan, on file in the office. The Crew Supervisor will review the

MSDS sheets to insure that she is fully informed on the proper safety procedures. The Crew Supervisor will provide appropriate training to the affected employees on safe use and handling of hazardous materials, and emergency procedures. See the Hazards Communication Plan for more details.

8. On-The-Job Reviews

The Crew Supervisor and the Nursery Manager will conduct occasional on-the-job safety reviews to insure that crew members are using appropriate safety measures.

9. Dissemination

A copy of this document will be kept in the nursery office, and it will be reviewed with all supervisory and management personnel. A copy of the policy statement will be posted on the company safety and health bulletin board.