



CORPORATE POLICY MANUAL

SUBJECT: HEALTH AND SAFETY CHARTER

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FUNCTION

Health and Safety is responsible for the formulation and administration of the company's general policies and activities with the objective of protecting and maintaining the health and safety of company employees and customers. This function is accomplished by first identifying health hazards, unsafe work practices and environment, and the mentally distressed or addicted employee. Having identified the problem, Medical, Industrial Hygiene, Safety or Employee Assistance will apply its special expertise toward solving the problem.

ORGANIZATION

The Corporate Director of Health and Safety reports to the Vice President, Human Resources. For additional organizational details, see chart 20.040.35 in the Corporate Organization Chart Manual.

MAJOR RESPONSIBILITIES

1. Establish corporate policy in the areas of medicine, nursing, industrial hygiene, safety, toxicology, and employee assistance.
2. Publish and maintain corporate manuals for: Medical, Safety, Transportation Safety, Industrial Hygiene, and Employee Assistance.
3. Develop and present training programs on such matters as safe work practices, hearing conservation, respiratory protection, and stress management.
4. Conduct periodic policy and training meetings for company doctors, nurses, safety and industrial hygiene representatives and employee assistance coordinators, and otherwise keep them informed of company, legal and governmental changes.
5. Monitor work environment and work processes to identify possible health or safety hazards.
6. Advise both line and staff personnel on applicable laws, codes, and other regulations pertaining to occupational safety and health exposures and potential impact of such laws, codes and regulations on company operations.
7. Recruit or approve the selection of doctors, nurses, industrial hygiene chemists, safety representatives, and employee assistance coordinators. Exercise professional supervision over these health and safety personnel.

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8. Administer the employee assistance program designed to aid employees and dependants with alcohol and drug problems or other personal or behavior problems.
9. Train selected employees in advanced first aid techniques and provide for optimum treatment of all occupational injuries and illnesses in company medical departments or by consultants, specialists, or hospitals.
10. Maintain the confidentiality of employee medical and employee assistance records as required by company policy.
11. Provide on the job symptomatic medical care for nonoccupational illnesses of a minor nature so that the employee can complete the day's work in comfort.
12. Review the design of new plants and the design and operation of new machinery and equipment for safety adequacy with various company engineering groups.
13. Maintain necessary accident and injury statistical records; produce periodic reports on accident and injury occurrences for management information; participate in the completion of government reports as they relate to safety.
14. Interface with the company's workers compensation insurer regarding loss prevention both in accidents and occupational diseases.
15. Maintain a library of safety and health related films and loan materials.
16. Administer the company's Hazard Communication Program. This includes (a) the development of training programs to inform employees of potential health and physical hazards, (b) the maintenance of required surveillance and record keeping systems of employee exposures to such hazards, and (c) the preparation and handling of Material Safety Data Sheets on company products as requested by customers.
17. Acquire, maintain, and disseminate information on health hazards and control measures relating to materials used or planned for use in company processes or products.
18. Present expert testimony to courts of law, hearing boards, workers compensation commissions, and other regulatory agencies relating to occupational health and safety.

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