Plant Operations Safety & Health Policy Statement

Plant Operations is committed to protecting the health and safety of each employee as a high priority of the organization. There will be no compromise of an individual’s well-being in anything we do. The implementation of actions to help realize a healthy, injury-free work environment is a leadership responsibility. To help ensure that policy commitments are translated into appropriate actions, we recognize the importance of employee participation. We have a commitment to continual improvement of Safety & Health Program. The organization must conduct operations in compliance with applicable law and regulations, as well as in conformance with its own health and safety programs. The organization will uphold its position as a leader by promoting occupational health and safety excellence. Through management leadership and employee participation, the organization pledges to:

- Build a respect for the environment;
- Integrate Safety & Health Program considerations into business planning, decision making, and daily activities;
- Provide resources and training to carry out this policy; and
- Communicate our Safety & Health Policy to the community, employees, and affected parties.

Plant Operations Safety & Health Program Roles and Responsibilities

Plant Operations Executive Director

- Issue the organization’s Safety & Health Policy and set the example for safety & health culture.
- Assume overall responsibility for the implementation of the organization’s Safety & Health Policy and Safety & Health Program at all facilities under the organization’s control.
- Assess information provided during management review, and direct actions to continually improve the Safety & Health Program and reduce risk in the workplace.

Associate Directors, Managers, and Department Heads

- Communicate and implement the organization’s Safety & Health Program and its requirements to employees, visitors, and contractors.
- Direct individuals under your supervision, including but not limited to supervisors, regular and temporary employees, contractors, and other affected personnel to obtain any required Safety & Health Program related training.
- Develop a process to maintain incident/illness prevention and the Safety & Health Program.
- In conjunction with the Safety Office, develop and use a process to perform risk assessments.
- In conjunction with the Safety Office, determine that Safety & Health Program objectives and needs for units/departments are met.
- Incorporate Safety & Health Program requirements and responsibilities into each appropriate job description, and ensure that program requirements and expectations are communicated to each employee.
• Maintain and improve programs for occupational health, hazardous materials management, radiation safety, general safety, incident/fire prevention, and biological safety.
• In conjunction with the Safety Office, conduct periodic health and safety audits (hazards, risks, and management systems) of work areas, operations and/or facilities.
• Maintain and improve emergency action and disaster preparedness plans that provide clear roles and responsibilities for all personnel, in order to ensure familiarity and coordination between facility personnel and emergency responders.
• In conjunction with the Safety Office and Plant Material & Moving Services, include Safety & Health Program conformance when evaluating and selecting suppliers and contractors.

Supervisors
• Implement the Safety & Health Program and all other organizational safety practices and programs with employees under your supervision or control.
• Require all staff members under your direction to successfully complete required Safety & Health Program training.
• Collect, recommend, and implement Safety & Health Program improvements.
• Collect appropriate data per the Safety & Health Program.
• Ensure that there is a process in place to maintain workplaces and equipment under your direction that are safe, well kept, and in compliance with the Safety & Health Policy.
• Ensure that procedures are developed for the safe use of hazardous chemical, physical, radiological, and biological substances.
• Conduct or arrange for risk assessments.
• Conduct incident investigations.
• Meet all health and safety needs for units/departments (e.g., engineering controls, training, personal protective equipment, and corrective measures including non-compliance items identified in health and safety audits).

Employees
• Comply with the organization’s Safety & Health Policy and all other health and safety practices, programs and procedures.
• Successfully complete required Safety & Health Program training.
• Participate in the Safety & Health Program by reporting incidents or near misses, attending health and safety committee meetings, reporting problems and recommending improvements, and other related activities.
• Inform a supervisor or instructor of any safety hazards or deficiencies in the workplace.
• Report situations where personal health conditions could adversely affect safety or contribute to causing an accident.
Plant Engineering

- In conjunction with the Safety Office, assess the health and safety impact of new processes and equipment, and incorporate appropriate controls.

Plant Material & Moving Svcs

- In conjunction with the Safety Office and Associate Directors, Managers and Department Heads, include Safety & Health Program conformance when evaluating and selecting suppliers and contractors.

Plant Ops Safety Office

- Advise management and employees about responsibilities regarding the Safety & Health Program.
- Develop a process that prepares documents and guidelines for programs to ensure individual and organizational compliance with relevant health and safety laws, regulations, policies, and guidelines.
- Recommend programs and actions for compliance.
- Develop effective programs for occupational health, hazardous materials management, radiation safety, general safety, accident and fire prevention, biological safety, and disaster preparedness and emergency response.
- Provide guidance and technical assistance to supervisors and managers in departments and other work units in identifying, evaluating, and correcting health and safety hazards.
- Provide guidance and assistance in performing risk assessments.
- Conduct periodic health and safety audits (hazards, risks, and management systems) of work areas, operations and/or facilities.
- Coordinate with and provide guidance to Plant Material & Moving Services and Associate Directors, Managers and Department Heads, to include Safety & Health Program conformance when evaluating and selecting suppliers and contractors.
- Provide training and materials assistance to ensure safe and healthful work practices.
- Conduct analyses of occupational incidents and injuries.
- Analyze injury and illness and monitoring data for trends.
- Monitor compliance with the Safety & Health Program including health and safety statutes and regulations and organizational health and safety policies, programs, and guidelines.
- Note instances of noncompliance, and recommend improvements of the Safety & Health Program.