

SAUDER MANUFACTURING CO.

SAFETY PLAN

S-04 NEW EMPLOYEE PLAN

ISSUED AUGUST 2016
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SAUDER MANUFACTURING COMPANY

SAFETY PLAN

New Employee

PURPOSE

The purpose of this plan is to ensure that all employees are made aware of, and understand the hazards associated with the workplace upon entering employment or entering a new position. Employees shall also understand proper methods to mitigate and avoid these hazards.

SCOPE

All SMC employees are covered by this plan. New hires and existing employees shall be trained and understand safety hazards from a change in task, assignments, equipment change, plant layout, and any other reason for new workplace hazards. All employees are subject to OSHA regulations.

ELEMENTS

I. TRAINING

- a. Training shall meet all requirements of associated Sauder Safety System Prescriptives.
- b. Training shall meet all requirements set forth by OSHA, EPA, NFPA, and other government agencies.
- c. Training shall take place prior to an employee working at a new task or in a new area.
- d. Trainers shall be competent, and where required, certified.
- e. Training shall be documented with the following information:
 - i. Employee's name and signature
 - ii. Trainer's name
 - iii. Topic/Course name and description
 - iv. Date

- v. Proof of comprehension (test, description of demonstrated knowledge)

II. NEW HIRE TRAINING

- a. It is the responsibility of the Human Resources Department to oversee the training of all newly hired employees.
- b. All newly hired employees will be required to receive training on the following topics:
 - i. Electrical Safety/Arc Flash-Affected Employees
 - ii. Hazard Communication (HazCom/GHS)
 - iii. Personal Protective Equipment (PPE)-General
 - iv. Lockout/Tagout-Affected Employee
 - v. Vehicle Pedestrian
 - vi. Emergency Preparedness-General
 - vii. Bloodborne Pathogens
 - viii. Hearing Conservation
 - ix. Ergonomics
 - x. Active Shooter
- c. It is the responsibility of the new employees' direct manager to ensure training on the following topics is complete where applicable:
 - i. Electrical Safety Arc Flash-Authorized Employee
 - ii. PPE-Specific
 - iii. Lockout/Tagout-Authorized Employee
 - iv. Furniture MACT (Maximum Achievable Control Technology)
 - v. Hot Work Permitting
 - vi. Confined Space Permitting
 - vii. Powered Industrial Vehicle-Certification
 - viii. Respiratory Protection
 - ix. Emergency Preparedness –Specific to Area
 - x. Machine Specific Safe Operation

- xi. Resin Tracking
- d. Existing Employees shall receive training for any topic that is applicable to their new task or position by their direct manager.

III. ANNUAL TRAINING REQUIREMENTS

- a. Retraining shall occur:
 - i. As mandated by government agencies- Which will be monitored by the Safety and Environmental Manager.
 - ii. When an employee's performance deems re-training necessary this will be at the discretion of local management.
- b. Minimum re-training frequencies:
 - i. All OSHA required trainings will be monitored and documented by the Safety and Environmental Manager.
 - ii. It is the responsibility of local management to ensure that employees complete the annual trainings.
 - iii. The following are OSHA required annual training for affected employees:
 1. Electrical Safety/Arc Flash –Affected Personnel
 2. Lockout/Tagout- Affected Personnel
 3. Hazcom/GHS
 4. Personal Protective Equipment (PPE)- General
 5. Emergency Preparedness General
 6. Hearing Conservation
 7. Bloodborne Pathogens
 8. Vehicle Pedestrian (Sauder required)
 9. Ergonomics (Sauder required)
 - 10.Active Shooter (Sauder required)
 - iv. Additional training must be work area specific and conducted by the manager of that area. These trainings include:

1. PPE-Specific
 2. Emergency Preparedness- Specific Area
 3. Resin Tracking (where applicable)
 4. Machine Specific Safe Operation (Sauder required)
- v. It is the responsibility of the Tech Support Supervisor in the facility to provide these OSHA annual trainings to authorized employees.
1. Electrical Safety/Arc Flash- Authorized Personnel
 2. Lockout/Tagout- Authorized Personnel
 3. Confined Space Permitting
 4. Respiratory Protection
- vi. EPA annual required training shall be monitored by the Safety and Environmental Manager.
- vii. The following training will be conducted by the Engineering Manager annually
1. Furniture MACT (Ohio)
 2. NESHAP (Indiana)
- viii. Powered Industrial Vehicle certification will be monitored by the Safety and Environmental Manager. Training will be conducted by a person deemed competent by local management or a contracted third party every three years following initial certification.