

# **SAUDER MANUFACTURING COMPANY**

## **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.