**Basic Occupational Health and Safety Policy**

**Management Leadership and Employee Involvement**

Management commits the necessary resources of staff, money, and time to ensure that all persons on the worksite are protected from injury and illness hazards. In addition, management visibly leads in the design, implementation, and continuous improvement of the site’s safety and health activities. At the end of each year all management levels, with input from hourly employees, evaluate progress in accomplishing the a safe worksite. The evaluation results in a simple annual report.

Specific actions the company is committed to taking with 3months from enacting this policy:

1. Designate a staff person as Occupational Health and Safety representative
2. Identify equipment that poses a potential occupational hazard on flow chart
3. Train all employees that work in production regarding specific work hazards on an annual basis
4. Train new production employees in work safety aspects before operating potentially dangerous equipment
5. Ensure that new employees working on production equipment work for at least three days with a “work buddy” who is experienced in operating such equipment
6. Briefly document all training sessions
7. Install first aid kits in working order in places with occupational hazards
8. Install proper equipment to prevent and fight fire hazards (working fire extinguishers etc.)
9. Display contact information for nearest hospital and ambulance service in the production unit
10. Employ warning signs on all equipment that could pose an occupational hazard and ensure that only workers trained in the use of such equipment are in direct contact with it
11. Ensure that all other personnel including visitors and contractors stay in safe distance from such equipment.

**Incident Reporting and Implementation of Improvements**
Any accident requiring more than first aid measures shall be documented by the person in charge of occupational health and safety. If an accident results in an injury that has to be treated by a medical doctor or in a hospital, the reason has to be analyzed and appropriate measures have to be implemented to prevent similar accidents in the future. Such measures have to be documented and must be reviewed in the annual evaluation.

**Hazard Prevention and Control**

Management ensures that the worksite and all machinery is cared for properly so that the environment remains safe and healthy. If maintenance needs exceed the capability of the worksite employees, contract employees are hired to do the work according generally accepted safety standards.

If equipment is prone to breaking down and thereby posing an occupational hazard, a preventive maintenance schedule needs to be established for such equipment.