



**Location / Dept.:** General Safety

**Procedure Number:** 000001

**Revision Number:** 1

**Effective Date:** 8/28/15

## **Safety Management System**

### Management Commitment and Employee Involvement:

Safety is an essential value of Linden Lumber and we believe in providing our employees, contractors and visitors a safe environment. We strive to ensure that our facility activities operate as safely as possible. Our goal is to significantly reduce our injuries, increase knowledge of safety among our employees and create an environment in which safety has top priority.

We are deploying all necessary resources to achieve this which includes the introduction and application of a safety management system. This entails that we are systematically and continually improving ourselves in the area of safety. Linden Lumber will continue to implement and maintain an active Safety Management System to prevent incidents within our organization.

Our overall safety objective is the proactive management of identifiable hazards and their associated risks with the intent to eliminate their potential for affecting safety, for injury to people and damage to equipment or the environment. To that end, we will continuously examine our operation for these hazards and find ways to minimize them. We will encourage hazards and incident reporting, train staff on safety management, document our findings and mitigation actions and strive for continuous improvement.

The safety and health of every employee is a high priority. Management accepts responsibility for providing a safe working environment and employees are expected to take responsibility for performing work in accordance with safe standards and practices. Safety and health will only be achieved through teamwork. Everyone must join together in promoting safety and health and taking every reasonable measure to assure safe working conditions in the company.

Each manager is responsible for implementing the safety management system in his or her area of responsibility, and will be held accountable to ensure that all reasonable steps are taken.

This Safety Management System is an evolving process that will take several phases to complete. A Director of Safety and Health position has been filled to help ensure the success of the system. There are also multiple checks to ensure that deficiencies are identified and the objectives met or revised as needed. The system will continue to be reviewed annually to evaluate the progress.

### Worksite Analysis



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Identification of hazards in each area will be evaluated and communicated to the employees. This will include a PPE hazard assessment, noise assessment and a chemical review to comply with the new Hazardous Communication standard to be part of a second phase of this system. Periodic updates of hazard identification will be determined based upon need.

Any new facilities, processes, materials and equipment will go through a safety review.

Job Hazard Analysis will be either performed or updated for each job, process or task as appropriate in continuing phases of this system.

Supervisors are conducting periodic inspections of their areas with the expectation that deficiencies will be corrected appropriately and in a timely fashion. The Supervisors have been trained in the current phase of this system.

A program has been developed to encourage employees to notify management of safety concerns and to receive timely and appropriate responses.

All incidents are being investigated, including Near Misses, to determine their causes and to create prevention strategies. Training and implementation has been conducted.

A review of the OSHA 300 logs will continue to be conducted to identify patterns and prevent future injury.

#### Hazard Prevention and Control

The elimination or control of all hazards are desirable. Engineering controls are the most reliable and effective will be utilized first to achieve such. Administrative controls such as adjusting work schedules, standard operating procedures and PPE will be utilized next when engineering controls falls short of that goal.

The Emergency Action Plan will be updated to include roles and responsibilities and communication of any emergency. Training will be provided and appropriate drills performed to evaluate the effectiveness as much as possible.



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A medical program will be updated to assist Supervisors with how to address the injury of their employees including first aid and transport to the doctor or medical facility. Training will be part of this program.

### Safety and Health Training

Training is an important aspect of any task whether you're an employee, contractor or visitor. Safety training educates on how to not be injured, exposed or at risk. Training is nothing more than a formal communication of information.

All employees will continue to be trained on the updated Safety Standard Operating Procedures so that they will know and understand the hazards unique to them and how to protect themselves and others. New employees will be trained on all pertinent safety procedures prior to being allowed to perform tasks.

Contractors will be trained on safety topics as detailed in the Contractor Orientation.

Supervisors and managers will also go through the same training as the employees. They will be trained on additional safety topics that detail their responsibilities.

All necessary training will be retaught periodically as necessary to ensure comprehension.

### Conclusion

An important part of a safety management system is having the right culture within our organization. We create a culture whereby learning from incidents is key and the honest acknowledgement of mistakes is seen as a chance to learn and as an opportunity to increase the safety of everyone.

As the numerous phases take effect, our Safety Management System will grow and evolve with the ultimate goal of providing a safe and healthful workplace.

<b>Reviewed By:</b>	Alan Lewis
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<b>Revision 0 Comments:</b>	Creation
<b>Revision 1 Comments:</b>	Added new Director of Health and Safety position & updated phase progress
<b>Revision 2 Comments:</b>	