

Plastikon Industries, INC.
Injury and Illness Prevention Program
(IIPP)

Plastikon Industries believes that everyone benefits from a safe and healthy work environment. We are committed to maintaining an injury and illness free workplace and to comply with applicable laws and regulations governing workplace safety. To achieve this goal the company has adopted an Injury and Illness Prevention Program. This program is everyone's responsibility, and we are committed to working together to identify and eliminate unsafe conditions and practices. All employees are expected to work carefully to implement and maintain the IIPP program.

I RESPONSIBILITY

A. Senior Management

Senior management must provide leadership and support for our IIPP program by participation, setting examples and a demonstrated interest in the success of the program. *The senior management supports the goal of safety being the number one priority in Plastikon.*

B. Safety Manager/ Safety Committee

The Safety Manager is responsible for all safety activities at Plastikon and overseas and directs the Safety Committee. This group functions as the hub for the IIPP program implementation.

The responsibilities of the Safety Manager or Safety Committee include but are not limited to:

- Developing policy
- Allocating of adequate resources
- Reviewing and evaluating results
- Advising senior management on safety and health policies
- Planning, organizing, and coordinating safety training
- Preparing and distributing company policies and procedures on safety and health issues
- Developing a code of safe practices and inspection guidelines

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- Arranging for safety and health inspections and follow up to ensure necessary corrective action is completed
- Making sure that an adequate supply of personal protective equipment is available
- Establishing accident and report and investigation procedures and maintaining injury and illness records (OSHA log 300)
- Reviewing injury and illness trends
- Establishing a system for maintaining records of safety inspections, hazard abatement and training
- Evaluating disciplinary action for unsafe work actions that result in accidents
- Act as the eyes and ears of the plant to identify unsafe acts and hazardous conditions and correct them before an accident happens.

C. SUPERVISOR

Supervisors are responsible to ensure that employees know and abide by the company policy procedures on safety. They are expected to do everything within their control to assure a safe workplace in their area.

Responsibilities include:

- Keeping abreast of safety and health regulations affecting the operations they supervise
- Ensuring that each associate can understand how to complete each assigned task safely
- Conduct on the job safety training of those they supervise advertising management of any training needs of staff
- Making sure equipment and machines are in safe operating condition
- Ensuring that staff follow safe work practices and health regulations
- Correcting unsafe and unhealthy conditions within their power
- Investigating accidents to discover causes and help to identify corrective action to prevent future occurrences
- Conducting periodic inspections of their work areas according to the appropriate inspection checklists

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II. COMPLIANCE

The safety manager is responsible to ensure that the company safety and health policies and procedures are clearly communicated and understood by all employees.

Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for utilizing safe work practices, for following all directives, policies and procedures and for assisting in maintaining a safe working environment.

- A. As part of an employee's regular performance review, the employee will be evaluated on his or her compliance with safe work practices.
- B. Employees who make significant contributions or suggestions towards the maintenance of a safe workplace and bring safety hazards to our attention will receive a written acknowledgement and a "Thank You Card" in recognition for their efforts.(See safety thank you program)
- C. Employees who fail to follow safe work practices and/or procedures or who violate the company's safety rules or directives will be subject to disciplinary action, up to and including termination (See safety violation policy).

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III COMMUNICATION

The company recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury free, productive workplace. The following systems of communication are designed to facilitate this continuous flow of safety and health information between management, staff and employees in a form that is readily understandable.

- A. The new employee orientation will include a review of the company's IIPP, and a discussion of safety policies, procedures, and programs that they will be expected to follow. This will be conducted as a separate training session apart from the rest of orientation to emphasize our commitment to safety and ensure that each new employee is prepared to start their work assignment with a thorough understanding of Plastikon's expectations regarding safety in the workplace.
- B. Safety Committee meetings will be held monthly. It is responsibility of the committee members to communicate members to communicate any pertinent safety information to all team members that report to them that is discussed in the meeting.
- C. Where applicable, personal protective equipment requirements will be provided by the company incorporated into all standardized work procedures.
- D. All safety statistics will be posted at each of the operating buildings and updated weekly/monthly by the safety manager. This will keep the team members informed at all times of our progress towards our meeting our safety goals.
- E. All employees are encouraged to inform their supervisors, safety committee representative or any other designee of any matter which the employee perceives to be a hazard or a potential workplace hazard. (See appendix B, safety work order procedures and report of safety hazard)
- F. NO EMPLOYEE WILL BE RETELIATED AGAINST FOR REPORTING HAZARDS OR POTENTIAL HAZARDS OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.

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- G. All suggestions will be reviewed by the safety manager and the appropriate department manager, and the proper corrective action will be decided. Once this has been done the safety manager will monitor the action item to ensure it has been successfully addressed in a timely manner.

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IV IDENTIFICATION EVALUATION AND ABATEMENT OF WORKPLACE HAZARDS AND SAFE WORK HABITS

Hazard control is the heart of Plastikon's IIPP Program. The purpose of the company's hazard control procedure is to identify hazards that exist or develop in the workplace BEFORE there is an injury. Once a hazard has been identified, corrective action will be evaluated and implemented with the best response to eliminate the hazard or if that is not possible at least to minimize the potential for an injury...

A. Assessment of Hazards

Inspection of the workplace is our primary tool to identify unsafe conditions and practices. While we encourage all employees to continuously identify and bring safety hazards and poor safety practices to our attention, certain situations require a formal evaluation and documentation. This will be done through our safety hazard and safety assessment procedures.

1. The safety manager is responsible for conducting random inspections, documentation, and reporting to upper management the findings of the inspections as well as coordinating any corrective action needed.
2. All new equipment or major change in process will be reviewed for any potential safety hazards before being implemented (See appendix B, New Equipment/Process change safety list)
3. Safety inspections at the workstations are done daily by the team members and any safety hazards are reported to the supervisor.

B. Abatement of Hazards

It is the company's intention to eliminate all hazards and unsafe work practices immediately. Some corrective actions require more time. Priority will be given to severe and imminent hazards.

1. Hazards that are noted during the inspections and at any other time as identified must be written up on a safety work order or a safety hazard form given to the department manager and safety manager. The corrective action request will be assigned a tracking number and followed up to ensure completion.
Action to be taken may include but is not limited to:
 - Fixing or replacing defective equipment

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- Installing guards or modifying equipment
- Implementing safer procedures
- Employee training
- Posting warning notices
- Requiring personal protective equipment to be worn

If an immediate fix cannot be done, then a temporary action plan must be developed. While corrective action is in process necessary precautions need to be taken to protect or remove employees from exposure to the hazard until final corrective action has been completed.

All such action taken and the dates they are completed shall be documented on the appropriate forms and filed for reference.

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V ACCIDENT INVESTIGATION/ ANALYSIS

The purpose of an accident investigation/analysis is to find the cause of an accident and prevent the further occurrences. NOT TO ASSIGN BLAME.

A thorough and properly completed accident investigation/analysis is necessary to obtain facts. The investigation/analysis should focus on causes and hazards. The analysis of what happened and why it happened is aimed at determining how it can be prevented in the future. In addition, we investigate whether there was negligent behavior by an employee as a contributing factor to the accident and decide whether any disciplinary action should be taken because of these unsafe acts.

A. Injury and Illness

The occurrence of an occupational injury and/ or illness requires that an accident report be filled out. This report is completed by the injured employee's supervisor along with the employee if possible. ***It is mandatory that all accidents be reported before leaving the company at the end of each employee's shift and the accident report be turned into the safety manager.***

1. Accident report packets can be found on the network under "safety vault U", Public, WC info.
2. All fatalities and serious injuries or illness must be immediately reported by phone or FAX to the nearest office of the division of occupational safety and health (CCR Title 8, Section 342) within 8 hours of the occurrence.
3. All accidents must be thoroughly investigated by the designated investigation team within 24 hours of the incident which includes but is not limited to visiting the site, interviewing the victim and any witnesses.

B. Accidents

The majority of accidents that cause injury or illness, result in lost time of modified work usually indicate an unsafe act, faulty procedure or hidden hazard.

All investigation facts, findings and recommendations shall be fully documented on the accident investigation form (see appendix D) and filed accordingly.

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VI TRAIN

Training is essential to maximize the skills and knowledge of all employees. It is key to productivity. The company has a duty to incorporate safety as an integral part of this training; employees need to work productively, safely, and efficiently. The supervisor/trainer is the essential link in ensuring the proper outcome.

The supervisor/ trainer must know how to perform a designated job and be aware of the safety and health hazards facing employees under their immediate supervision.

Supervisors are responsible for ensuring that they and those under their direction receive training on general workplace safety as well as on safety and health issues specific to each job.