safety and health POLICY (Option 1)

ABC Company will continue to make reasonable provisions for the safety and health of its employees at the plant during the hours of their employment.

**Protective Devices and Other Equipment**

Protective devices and other equipment necessary to protect employees from injury will be provided by the Company at its expense in accordance with applicable laws and safety needs. All employees are required to use properly, and are responsible for, safety and other equipment issued to them. Equipment will be replaced only upon return of the item that needs to be replaced.

**Promptly Report Accidents and Injuries**

On‑the‑job accidents, injuries, and illnesses, regardless of how minor, must be reported to your supervisor immediately. Failure to do so may disqualify you from receiving workers’ compensation benefits or an excused absence and may result in disciplinary action.

**Physician’s Statement Upon Return to Work**

In order to protect you and other employees, you must present to your supervisor with a physician’s statement releasing you to return to work following any injury or illness for which you received a doctor’s care or that resulted in your absence for three or more consecutive scheduled working days. The doctor’s release must state that you are released to return to work either:

(a) without limitation; or

(b) with limitations, listing them specifically.

**Safety Committee**

The Company is vitally concerned with maintaining and improving safety conditions in the work area. A safety committee comprised of two supervisors and three employees appointed by the health and safety office will meet on paid time, not to exceed two hours unless otherwise agreed, on the first Monday of each month. The sole purposes of this meeting will be to conduct a safety *walkaround* in the work area and to discuss safety problems on the committee agenda. Appointments to the committee will be rotated every six months.

**Combustibles**

Combustibles must be stored in marked, covered containers in designated areas. Combustibles may be brought into the plant only in proper containers.

Do not smoke, use a flame, or create sparks in areas posted *No Smoking* or in the vicinity of any combustibles (e.g., gas, oil, paint, varnish, thinner, solvents, and glue).

Do not store, even temporarily, any combustibles in any area where smoking is permitted without advance authorization from your supervisor.

Dispose of cigarette butts and tobacco in the designated containers.

**Visitors in the Work Area**

Because of potential safety and other problems, we cannot allow non‑business visitors (including family members and, particularly, children), in any working area at any time without advance permission of the plant manager. If you observe any unauthorized non‑business visitor in any working area at any time, please immediately notify the office or the Company official in charge of the work area at that time.

**Safety Rules**

Safety rules will be formulated from time to time by the employee safety committee or management and posted in the work area. In addition, the following safety rules must be observed by all Company employees:

1. Horseplay on Company premises is strictly prohibited at all times.

2. Do not drive or behave recklessly or carelessly on Company premises at any time.

3. Observe common safety practices.

4. Always use safety and protective devices and equipment as directed by the Company.

5. All employees and visitors must wear approved safety glasses at all times while in the production or maintenance areas.

6. You are expected to wear approved steel toe safety shoes while you are working at any location in the production or maintenance areas.

7. Good housekeeping is part of safety, good health, and good work. Each employee is responsible for keeping his or her immediate working area clean.

Employees who violate any of these rules or any aspect of the safety and health policy will be disciplined, up to and including discharge, under the Company’s general discipline policy.

THiS ALTERNATIVE POLICy MAY BE LEGALLY ESSENTIAL