

#HR 601.1 Team Member Safety Programs

Standard Operational Procedures

HR 601.1

8/03

Section: Human Resources

GOODWILL INDUSTRIES MANASOTA,
INC. INC

STANDARD OPERATING PROCEDURE

SUBJECT: TEAM MEMBER SAFETY PROGRAMS

POLICY: Goodwill Industries Manasota, Inc. complies with all applicable federal, state and local health and safety regulations and accrediting organizations and to provide a work environment as free as is feasible from recognized hazards. Team members are expected to comply with all safety and health requirements whether established by management or by federal, state, local law, or accrediting organization.

PROCEDURE:

1. Team Leader Coaches are responsible for the implementation, monitoring and compliance of Goodwill's Safety Program within their respective GGC, ADC and/or other work locations.

Responsibilities include:

- a) Monitoring compliance with Goodwill safety rules and regulations and the applicable safety and health standards established as a result of the Occupational Safety and Health Act of 1970 and any other applicable federal, state, or local team member safety laws or regulations or accrediting organizations.
- b) Investigating, correcting, and eliminating recognized unsafe working conditions or potential hazards.
- c) Conducting periodic quarterly safety inspections of all work areas, machinery, equipment, elevators, lift trucks, warehouses, grounds or any other recognized potentially hazardous Goodwill facilities or equipment.
- d) Representing Goodwill during investigations conducted by the Occupational Safety and Health Administration ("OSHA") or by any other federal, state, or local safety and health, insurance carrier, or accrediting organization representative(s).
- e) Contacting the Human Resources Team for the training or retraining of team members as required by law.
- f) Monitoring compliance with the various requirements established by any regulation of Goodwill's insurance carrier relating to record keeping and the retention of records.
- g) Posting notices and keeping records as may be required by law or Goodwill's insurance carrier.
- h) Monitoring fire prevention and fire fighting programs, conducting fire and storm drills, testing fire fighting equipment, and enforcing no smoking policies.
- i) Including safety information and training in regular GGC team member meetings.
- j) Maintaining contingency disaster preparedness plans and the Safety Manual on site.
- k) Investigating all accidents, hazardous or unusual incidents, and fires involving Goodwill team members customers and clients, or which occur on Goodwill premises, and preparing the required reports.
- l) Reporting all corrective action dispositions to the Human Resources Team and insuring that issues identified for corrective action are corrected.

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2. Each Team Leader Coach shall designate a Team Member who will serve as Safety Marshall. Safety Marshals are responsible for the following:

- a) Familiarization with all safety and health procedures relevant to the operation under their supervision.
- b) Inspecting their work areas on a semi-annual basis utilizing the Self-Inspection Check List.
- c) Initiating and documenting corrective action, as appropriate.
- d) Ensuring all emergency drills, (fire, bomb threat, natural disasters, power failure, medical emergency) are conducted on an annual basis. Additional drills may be conducted as deemed necessary by the TLC, Safety Marshall, or GIMI leadership.
- e) Conducting safety training and/or coordinating training with the Safety Steering Team as a standard agenda item at monthly team meetings.
- f) Maintaining documentation of all safety program paperwork including forwarding pertinent documentation to the Human Resources Team.
- g) Ensuring that safety is a daily concern among all team members.
- h) Other safety-related duties as assigned.

3. The Safety Director shall serve as chairperson of Goodwill's Safety Steering Team. The Safety Steering Team is responsible for:

- a) Monitoring that Goodwill's daily operations and services are conducted in safe and healthy environments.
- b) Monitoring that there are regularly scheduled safety training sessions as standing agenda items at team meetings.
- c) Oversight of the self-inspections on a semi-annual basis utilizing the Self-Inspection Checklist and ensuring, as appropriate, that corrective action is documented.
- d) Ensuring that inspections for all locations are conducted at least every three years by Fire Marshals and/or insurance company representatives to address all potential health issues and aspects of safety and ensuring, as appropriate, that corrective action is written.
- e) Recommending health and safety related training needs to the Safety Steering Team as appropriate.
- f) Reviewing accident reports on a regular and periodic basis to identify trends, frequency of certain types of accidents and to identify actions to prevent or reduce the types and frequency of such accidents.

4. Team members should report to their Team Leader Coach or the Safety Steering Team safety and health violations, potentially unsafe conditions and any accidents resulting in injuries to team members, clients or customers.

5. Team members are encouraged to submit suggestions to the Safety Steering Team concerning safety and health matters. Management will make appropriate recognition and rewards to team members whose suggestions both are adopted and significantly enhance safety, reduce costs, or increase productivity.

6. Goodwill will provide special clothing or equipment, or reimburse for it, when such clothing or equipment is required by regulation or by Goodwill policies. Team members are responsible for the proper use and maintenance of such clothing and equipment and will be subject to corrective action for failure to exercise this obligation.

7. Goodwill shall not discharge or discriminate in any manner against a team member because the team member has initiated a safety related proceeding, has testified in such a proceeding, or has otherwise exercised any right afforded by law.