

Charles Hosmer Morse Foundation

INTRODUCTION

An Injury and Illness Prevention Program protects employees, lowers costs, improves workplace safety, and boosts employee morale.

An effective program includes these elements:

1. A written plan designating who's in charge of safety program implementation.
2. A periodic inspection system to identify workplace hazards.
3. Procedures for investigating the cause of accidents, illnesses or injuries.
4. Methods to ensure elimination of hazards once they're identified through inspections and accident investigations.
5. A safety and health training program specific to each job that's required for new employees as well as whenever new substances, processes, procedures or equipment are introduced to the workplace.
6. A system for employees to communicate safety concerns to employers without fear of reprisal.
7. A system for ensuring employee compliance with safety and health practices.
8. Maintenance of appropriate records and steps taken to implement and maintain the accident prevention program.

Use this memo to inform employees of the Foundation's Safety Policy:

Charles Hosmer Morse Foundation

MEMO

Date: April 15, 2008

To: All Employees

Re: Safety Policy and Procedures

The Foundation considers no phase of operation or administration to be more important than accident prevention. It is the policy of the Foundation to provide and maintain safe and healthful working conditions, and to follow operating practices that will safeguard all employees.

Accident prevention and efficient working conditions go hand-in-hand. All levels of management have primary responsibility for working continuously to provide and maintain property and equipment in safe operating condition, and to promote safe work practices among all employees. It is the individual employee's responsibility to learn and follow safe work practices, to use protective measures when required, and to alert management to any potentially unsafe condition or situation.

It is expected that everyone will adhere to this policy and follow the safety guidelines as set forth by the Elizabeth Morse Genius Foundation. Information on safety guidelines is available from the Safety Manager or your supervisor.

Dr. Larry Ruggiero
Director

This is a summary of duties that describe the role of the Safety Manager

SUMMARY OF SAFETY MANAGER'S DUTIES

The Safety Manager has responsibility for planning, directing, monitoring and controlling the Foundation's Injury and Illness Prevention Program.

The Safety Manager's duties include:

1. Issuing a written statement of company safety policy at least once a year that outlines the Foundation's position on safety and includes updates on safety progress and accident prevention goals.
2. Giving proper and prompt attention to safety recommendations requiring top management approval.
3. Issuing authority to managers and supervisors relating to safety issues—and cooperating fully with them in all matters relating to safety.
4. Reviewing monthly safety performance results.
5. Reviewing Accident Reports to ensure all causal factors have been identified and that appropriate corrective actions are recommended and implemented.
6. Establishing and running a safety committee that meets on a regular, scheduled basis.
7. Reviewing injury reports and providing accident data managers and safety committees.
8. Tracking the status of safety recommendations submitted by the safety committee, supervisors and employees.
9. Ensuring that employees with jobs and tasks that require personal protective gear get the equipment they need and use it properly.

Distribute this list to managers and supervisors:

SUMMARY DEPARTMENT MANAGER'S DUTIES

Managers must effectively execute these responsibilities to achieve the Foundation's safety objectives:

1. Familiarize yourself with our Injury and Illness Prevention Program and ensure its effective implementation.
2. Assess all safety considerations when introducing a new process, procedure, machine or material into the workplace.
3. Support the Safety Manager in all programs and committees that promote safety and health.
4. Conduct inspections with supervisors on a scheduled basis. Enforce good housekeeping and take prompt corrective action to eliminate workplace hazards.
5. Provide complete safety training. Teach general safety regulations and job specific safety rules to employees prior to assignment of duties. Follow up periodically to ensure they follow safe work procedures.
6. Investigate or review Accident Reports for all accidents resulting in employee injury and property damage.
7. Review Material Safety Data Sheets (MSDS) with employees working near or with hazardous materials.
8. Maintain the Material Safety Data Sheet (MSDS) binder and update it whenever new chemical hazards enter the workplace.
9. Take action, including disciplinary action as necessary, when employees perform unsafe acts. If disciplinary action is warranted, write a description of action taken and distribute to the Safety Manager. See the personnel manual for disciplinary guidelines.
10. Present and discuss a safety topic with your employees at least monthly.
11. Ensure all injuries, no matter how minor, are treated immediately. Report all injuries to the person responsible for reporting to claims to the Foundation's workers' compensation insurance carrier.

Distribute this list to all employees:

EMPLOYEE DUTIES AND RESPONSIBILITIES:

1. Follow all safety rules and regulations.
2. Wear appropriate safety equipment as required by the job.
3. Report ALL injuries, unsafe conditions and practices to your supervisor.
4. Ask questions if there is a misunderstanding about how to perform a task.
Do not attempt to perform any job or operate any machinery that you have not been properly trained to operate.
5. Contribute ideas or suggestions to improve the safety program.
6. Attend safety meetings!

Employees need to know you are serious about providing a safe, healthy workplace. Effective ways to reinforce this message include:

- 1. Soliciting their ideas for improving safety;**
- 2. Forming committees that address different aspects of illness and injury prevention;**
- 3. Offering safety training.**

Use this form to solicit employee's ideas for improving safety:

EMPLOYEE SAFETY INFORMATION FORM

The Elizabeth Morse Genius Foundation thanks you for helping us improve safety and prevent workplace injuries and illnesses. Please complete this form to suggest ideas or report an unsafe workplace condition or practice.

Please describe what the Foundation can do to improve safety:

Please describe any unsafe workplace condition or practice:

What do you think are the causes or other contributing factors to this unsafe condition or practice?

Has this matter been reported to the area supervisor? Yes No

Employee Name (optional)

Follow these guidelines to set up an Accident Prevention Committee:

ACCIDENT PREVENTION COMMITTEE

This committee consists of the Safety Manager and selected supervisors and employees.

The Safety Manager chairs the committee, which meets every month. Minutes of each meeting should be provided to each member and posted for employee review.

The committee will:

1. Review accident trends, analyze records and reports, and take appropriate action to increase safety and prevent accidents.
2. Ensure all safety activities are implemented effectively, including:
 - Safety inspections
 - Accident investigations resulting in injury, illness, equipment damage or exposure to hazardous substances.
 - Monthly department safety meetings.
 - On-time completion of actions taken to improve safety.
3. Review recommendations submitted by managers, supervisors and employees and assist with solution.
4. Conduct independent inspection of work areas, equipment and hand tools.
5. Notify senior management of any safety issues that the committee cannot resolve on its own.

Follow these guidelines to run Department Safety Meetings:

DEPARTMENT SAFETY MEETINGS

Department safety meetings are “brief huddles” where supervisors create and maintain employee safety awareness and solve safety-related problems. During these 5-10 minute meetings, employees discuss the dangers posed by specific types of machinery, tools, equipment and materials.

Here’s how to run an effective meeting:

1. Hold the meetings at the beginning of the work shift, just after lunch or after a break.
2. Choose a specific topic relating to health and safety. If you notice oil spills on the floor that aren’t cleaned promptly, explore why. If an accident or near-accident occurred on the job, talk about it. What happened? Where? How can it be prevented in the future?
3. Choose a narrow topic. You can’t cover “Hand Tool Safety” in a 5-10 minute meeting, but you can address “Safe Use of Hand-Held Grinders.”

TRAINING AND SAFETY RULES

Have all employees read the General Safety Rules and the Job-Specific Safety Rules that apply to them. When they’ve finished reading all the safety rules, discuss the importance of the rules with them and answer their questions. Finally, have them sign the employee Training Log. Submit the signed form to Human Resources for inclusion in the employee’s personnel file. This way, an employee’s subsequent failure to follow a safety rule or procedure can trigger disciplinary action consistent with your company’s personnel policies and procedures.

Give this list of General Safety Rules to you employees, have them read it and discuss it with them:

GENERAL SAFETY RULES

The Foundation strives to provide a safe, healthful work environment. But safety begins with YOU.

You are responsible for reporting any hazards to your supervisor immediately and following safe work procedures. Beware: Any violation of safety rules will result in disciplinary action. The following list of safety rules is not complete. Your manager will provide you with additional information and training as necessary.

1. Report all accidents to your supervisor.
2. Report all unsafe or broken tools or equipment to your supervisor.
3. Don't take chances.
4. Observe all warning signs, safety bulletins and posters.
5. Avoid ALL horseplay and never distract another worker.
6. Use protective clothing and equipment such as goggles, safety glasses, guards and other protective equipment. It is mandatory that you use this equipment when required.
7. Report any safety hazard immediately to your supervisor.
8. To lift heavy objects, squat down, keep your back straight and use the leg muscles when lifting. Do not attempt to lift any object heavier than you can handle.
9. When using sharp-edged tools, cut away from your body.
10. Before starting work, tuck in loose clothing.
11. Keep the floors, aisles and passageways clear of stock, materials, scrap, tools, oil and equipment. You are responsible for keeping your work area clean and organized.
12. Do not undertake a job that appears to be unsafe.
13. Report any fire immediately to a manager or supervisor.

14. Do not block access to fire-fighting equipment, fire sprinklers or fire exits.
15. Learn the location of all fire exits and fire extinguishers. In case of fire, turn off all electrical equipment and walk quietly to the nearest exit. Follow your manager's direction.

Give this list of Job-Specific safety Rules to your employees, have them read it and discuss it with them:

JOB-SPECIFIC SAFETY RULES

Each job comes with its own hazards and safety rules. For example, we have listed safety rules that apply to employees who:

- a) Use tools and machines:
- b) Operate vehicles and equipment; and
- c) Climb ladders.

Your job may consist of other potentially risky activities, from working above or below ground to handling hazardous materials. You may need to create your own job-specific safety rules based on the unique nature of your job.

TOOLS AND MACHINES

- Use safe hand tools only. Worn or defective tools should always be replaced or tagged out of service until repaired.
- Use the correct tool for the job. Think about doing the job the safest way before you start work.
- Keep tools clean and free from defects. Make sure hammers, chisels and other striking tools are free of mushroomed or burred heads.
- Use safety glasses, goggles or face shields while working with grinders, buffers, saws or any activity exposing you to possible eye injury.
- Wear helmets or well-fitted face shields when engaged in electric arc welding and cutting, hydrogen welding and similar operations.
- Focus on the job! Do not distract any employee operating a machine or tool. And if someone starts talking to you, discontinue your work and stop the machine when you respond. **SAFE OPERATION OF EQUIPMENT REQUIRES CONCENTRATION.**

EQUIPMENT AND VEHICLE SAFETY

- Use safety chains at all times when towing equipment on the highway.
- Exercise safety precautions at all times while operating vehicles and equipment.
- Never smoke when fueling vehicles or when using flammable or combustible materials.
- Never fuel vehicles while the engine is running.
- Avoid smoking or open flames with 25 feet of fueling operations.
- Release radiator pressure by slowly loosening cap or cooling the radiator with water before you remove the cap completely.
- Wear seat belts at all times.
- Check the rear of your vehicle before backing up.
- Drive defensively and maintain safe speed for current road conditions.
- Obey road signs and laws at all times
- Check vehicles before each shift, including fuel, tires, oil battery, turn signals, lights, brakes and safety equipment, windshield wipers and washers.
- Secure vehicles against accidental starting or movement when you leave them unattended.
- Keep vehicles clean of trash and litter. Stow all tools and equipment so they're properly guarded and securely fastened when transported with personnel.
- Never allow unauthorized personnel to ride on equipment.
- Never start a vehicle by crossing the solenoid and starter connections.
- Never use a cell phone while driving. Park the vehicle in order to make or receive telephone calls.
- Never operate a vehicle if you are feeling ill or impaired.

LADDERS

- Use a ladder with the correct type of safety feet for the surface.
- Check the ladder for weak or damaged rails and loose or broken rungs. Do not use a makeshift ladder.
- Face the ladder and use both hands when climbing up or down.
- Stay within safe limits of balance and never shift a ladder while your weight is on it.
- Avoid metal ladders when working on or near electrical equipment.
- Ensure that your hands and the bottoms of your shoes are free from dirt and grease before climbing a ladder.
- Discard wooden ladders if side rails or steps are broken. Do not paint or repair them.

After employees have read the General Safety Rules and the Job-Specific Safety Rules and you've discussed the rules with them, give them this form to sign:

EMPLOYEE TRAINING LOG

I have read the complete list of safety rules, and I fully understand all of them. I agree to abide by them while working for the Elizabeth Morse Genius Foundation.

By initialing on the lines below, I acknowledge that I have read the rules and I promise to follow all of the:

- _____ General Safety Rules
- _____ Tools and Machines
- _____ Equipment and Vehicle Safety
- _____ Ladders

Employee's Signature: _____ Date: _____

Employer's Signature: _____ Date: _____

Give this sheet to manager/supervisors:

HAZARD IDENTIFICATION & INSPECTION

You should inspect your employees' work area thoroughly every month to identify and correct problems or unsafe work practices before an accident occurs. As part of this monthly inspection, you should:

- Take immediate action to fix any unsafe condition or activity; or
- If you cannot correct unsafe conditions immediately, you can promptly notify a repair technician.

Always write a report of the hazard and what steps you've taken to address it, and give it to the Safety Manager.

If you identify an imminent hazard that cannot be eliminated without endangering employees and/or property, then evacuate all exposed employees except those needed to fix the problem.

Make sure the remaining employees use appropriate gear and other safeguards when removing the hazard.

Most accidents result when someone fails to follow safety procedures and rules. Such unsafe acts usually occur quickly for short periods of time. When you see an unsafe act, alert the employee immediately. Explain what you observed and how it could cause injury. Then show the employee the correct way of doing the job and ask for a demonstration to confirm understanding.

Give this Inspection Report Checklist to supervisors:

INSPECTION REPORT CHECKLIST

Please use this checklist to identify safety issues that may need attention.
Inspect each of the following:

- Housekeeping
- Material handling methods and hazards
- Electrical hazards (open switches and boxes, machine grounding, defective wiring, etc.)
- Uncluttered aisles, work space and overhead clearances
- Maintenance of equipment, furnishings and facilities
- Physical condition of floors, platforms, stairs, railings and shelving
- Hand tools (condition, properly stored, ground, etc.)
- Lighting in work, storage and toilet areas
- Ventilation of work, storage and toilet areas
- Fire hazards and protective devices
- Ladders and portable steps
- Chemical hazards and protective equipment
- Overhead equipment and doors to ensure that tracks and pulleys are working properly
- First-aid kits, eye wash stations, supplies and equipment

Give this Hazard Removal form to supervisors:

HAZARD REMOVAL FORM

As a result of your inspection, you may identify hazardous conditions. The next step is to work with your employees and the Safety Manager to eliminate these hazards. Use this form to record actions taken to correct hazards.

Please complete the following:

On (date) _____, and inspection of (describe specific work area) _____ exposed the following hazard:

To remove this hazard, the following action steps will be taken:

The deadline for removing this hazard is (date).

The hazard has been successfully removed as of (date).

Supervisor's Signature: _____ Date: _____

Give this sheet to supervisors:

REPORTING AN ACCIDENT

Upon first learning of an injury, illness or major equipment breakdown, you should investigate what happened, complete an Accident Report and give a copy to the Safety Manager. Investigate and complete an Accident Report for all incidents that result in injury, first aid or doctor treatment.

The purpose of an accident investigation is to prevent similar accidents, not to place blame. But if the injured employee or someone else contributed to the accident by failing to follow safety rules, then disciplinary action may be appropriate.

The following procedures will help you perform a successful investigation:

1. Visit the accident scene as soon as possible while facts are fresh and before witnesses forget important details.
2. If possible, interview the injured worker at the scene of the accident and “walk” him or her through a reenactment.
3. Conduct all interviews in private. Interview witnesses one at a time. Talk with anyone who has knowledge of the equipment or circumstances contributing to an accident, even if they did not witness it firsthand.
4. Interview witnesses and have them complete the Accident Report.
5. Document details graphically. For some incidents, you may need to preserve the scene by cordoning the area until the investigation ends; otherwise, use sketches, diagrams and photos and take measurements when appropriate.
6. Focus on causes and hazards. Describe what happened, how it happened and why it happened. Determine the cause(s) of the accident.
7. Include a plan for preventing similar accidents in the future. Corrective actions usually involve employee training or retraining, changing processes or procedures, correcting unsafe conditions, or a combination of the above.
8. If a third party or defective product contributed to the accident, save any evidence. It could lead to the recovery of claim costs.

Give this form to the Safety Manager:

HOW TO PROMOTE SAFETY

Although safety promotion does not guarantee accidents will be prevented, it achieves the next best thing by increasing employee safety awareness. Help managers and supervisors promote safe workplace practices by:

1. Screening safety films to assist in educational training. Contact Zenith for more information.
2. Conducting safety training sessions.
3. Acquainting families of employees with the Elizabeth Morse Genius Foundation accident prevention program by sending them a letter home explaining the program and its goals.
4. Distributing safety pamphlets and handbooks to employees.
5. Placing safety posters in each department.
6. Posting a safety board in each department showing number of days worked without lost time to injury.
7. Asking a Zenith representative to conduct periodic free safety inspections and accident investigations.

RECORDKEEPING REMINDERS

1. You should maintain safety record/report, including:
2. Occupational Injury & Illness Log
3. Supervisor's Report of Injury – Accident Report
4. Hazard Inspection Report Checklist and Hazard Removal Form
5. Employee Safety Training Record
6. Employee Medical and Exposure Records
7. Hazard Communication Program
8. Material Safety Data Sheets
9. Injury and Illness Prevention Program Manual

Distribute to every employee.

ON THE JOB

EMERGENCY NUMBERS

Director: _____

Safety/Buildings & Grounds Manager: _____

Other: _____

First Aid and Other Emergency Procedures

The safety of Foundation employees and property is a function of the Buildings & Grounds Department. However, every employee has the obligation to report any smoke, fire, suspicious package, or public demonstration, in or outside the Foundation properties, or any condition or conduct that may threaten the safety of Foundation employees or properties.

To report an emergency of any type, including any incident requiring police, fire, or medical assistance dial **911**. When an employee calls for help, they should give the location and nature of the emergency, give as much information as possible about the victim's condition, and follow all instructions. **Employees should not attempt to move an injured person but should stay with them until help arrives.**

If a serious accident or injury occurs, the staff member who observes or has knowledge of the incident must notify the Chief Operating Officer immediately. Staff members must be prepared to assist the Chief Operating Officer with the completion of an incident report within 24 hours of the incident.

To report an incident of a non-emergency type that may impact the safety of Foundation employees, visitors, tenants or property, contact the Manager of the Buildings & Grounds Department.

Ambulance/Taxi Fees Policy

Employees, Volunteers: Any employee or volunteer who needs to be sent to one of the local hospitals for emergency treatment should be accompanied by another Foundation employee or volunteer and should use taxi service or an ambulance as necessary. The Foundation will pay ambulance charges for employees and volunteers requiring such service while on Foundation premises. Reimbursement of taxi fares should be requested on a petty cash

or a check request form, and forwarded through the employee's or volunteer's department to the Administrator of Human Resources for approval.

Visitor and Contractors: Ambulances required or requested by members of the visiting public or contractors must be paid by these individuals as the Foundation cannot assume this liability. Both the patient and ambulance service should be advised of this policy at the appropriate time. If the patient is unable to be advised, please make every effort to advise a companion or next of kin.

Employee Transportation (Sickness/Impaired)

Employees who feel ill or impaired in any way are not allowed to drive home from work. Managers need to pay attention to any illness or injury complaints that could be related to work. Be proactive and provide transportation to a medical care facility or to the employee's home. Do the same in other circumstances in which driving might be impaired, such as after late-night work or where alcohol has been served. The cab ride will be paid by the Foundation.

Driving – Cell Phones

Employees are not allowed to use cell phones while driving. You are required to park the vehicle in order to make or receive telephone calls.