

# 15 STEPS TO HELP ACHIEVE DAILY SAFETY GOALS

1. All associates shall make a visual evaluation of anticipated tasks of work prior to starting. (Look closely at today's work tasks, and in your mind, decide if there are any hidden dangers or hazards.)
2. Supervisors shall involve associates in safety plans and decisions "daily".
3. Supervisors shall explain daily safety plans in detail prior to starting work.
4. Supervisors shall insure all job and plant sites have the proper safety equipment and how it is to be used.
5. Supervisors shall mark and identify all hazards; use spotters when working in or near hazards.
6. Each associate is responsible for his/her personal safety.
7. Each associate is responsible for carrying out his/her assigned work duties in the safest manner possible.
8. Each associate should accept the responsibility to watch out for fellow workers and to report any unsafe practices or conditions that may cause fellow workers to be injured or exposed to injuries.
9. Safety shall be monitored by the Supervisor to insure safe practices and processes are being used by all associates as work progresses through the day.
10. First Aid shall be administered whenever possible by a competent person trained in First Aid treatment.
11. Daily safety goal will be one safe day at a time. (Be safe today – ALL DAY!!)
12. Daily crew huddle shall be used to measure and record safety results.
13. All job and plant sites shall be monitored by a Manager a minimum of once a week.
14. Supervisors shall report all accidents to their immediate supervisor and the Worker's Comp. or Liabilities Representative as soon as possible.
15. The General Superintendent shall notify area management and begin an investigation within 24 hours of the occurrence.

NOTE: Failure to follow safety policies, practices and procedures will result in disciplinary action!



**IF IT'S UNSAFE, DON'T DO IT!!!**

