

Midland Engineering Co., Inc. Safety Management System			Doc No:	SAFETY
			Initial Issue Date	12/10/15
Chapter 02-Safety Program Responsibility			Revision Date:	Initial Version
			Revision No.	0
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PURPOSE

The purpose of this policy is to provide a complete and clear description of safety responsibilities for all employees. It is important for all employees to understand not only their responsibilities but also the responsibilities of fellow employees.

PROCEDURE

All levels of management and supervision are charged with the responsibility of preventing conditions that could lead to occupational injuries or illness. While the ultimate success of our safety and health program depends upon the full cooperation of each employee, it is management's responsibility to see that safety and health rules and procedures are adequate and enforced, and to see that effective training and education programs are employed to the best advantage.

RESPONSIBILITY

Corporate Management

- Communicate the corporate safety commitment and maintain annual safety budgeting for all company operations.
- Audit the safety director and review safety performance annually.
- The safety director and supervisors' annual performance reviews are based on the accuracy of safety documentation, employee training, completion of required field safety responsibilities, and the overall success of the company's safety program.
- Administer Safety Policies and Procedures within the framework of the company Corporate Safety Procedures Manual with particular emphasis on potentially hazardous operations.
- Accompany inspectors during inspections and properly document any events arising out of OSHA inspections, corporate safety audits or other formal type safety inspections conducted at the division or project site by outside agencies.
- Ensure compliance in the following areas; OSHA compliance programs, employee safety awareness and training, monitoring and investigation of worker compensation claims and accident occurrence, and reporting requirements are met. (300 Log, First Report of Injury, Insurance Claims, etc.)

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Human Resources

- Perform and carry out any other assignments delegated by corporate management.
- Record keeping requirements.

Managers and Supervisors

- Enforce all safety policies and procedures.
- Ensure all accidents are reported, thoroughly investigated and corrective action is taken.
- Conduct monthly safety inspections. Maintain a formal monthly safety inspection program with a documented report reflecting environmental, safety and health discrepancies and recommendations or appropriate corrective actions by the responsible party.
- Follow up on all reported safety violations to ensure corrective action is taken.
- Initiate, implement, and administer safety training in accordance with established project site requirements.
- Prepare and distribute all required project site accident, injury, incident reports.
- Provide relevant safety programs information to site personnel and corporate personnel on site.
- Investigate all accidents, injuries, fires, property damage, and other safety or environmental related incidents, and issue required reports in a timely manner.
- Evaluate the need for and requisition the personal protective equipment, fire protection equipment and other safety-related equipment required to meet the project site's needs during construction or manufacturing operations.
- Display and maintain publicity materials on site bulletin boards, such as posters, safety signs, banners, and distribute safety literature.
- Take immediate corrective action whenever unsafe conditions and when unsafe acts are noted and distribute employee safety reprimands.

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All Employees in the Company

- Read, understand, and follow all company safety policies and procedures.
- Perform all duties in a safe manner.
- Report all unsafe acts, safety conditions, and accidents or injuries to the supervisor or manager immediately.
- If employee is asked by anyone to perform a task they feel is unsafe they should report this immediately to the safety director.
- Wear all personal protective equipment that is required and maintain the equipment in good condition.
- Set an example of safe working practice and follow all safety regulations.
- Participate in all safety training sessions.
- Do not perform any task if not trained.
- Communicate all safety suggestions to the supervisor or manager.
- If employees speak a language other than English, all communication will be translated into that language, including word documents and signage.

Company Safety Director

- Establish safety policy and procedures.
- Advise on safety policy matters.
- Communicate safety policies to the various operating center safety committees.
- Monitor legislation and regulation changes as they relate to the safety policy.
- Monitor safety performance.
- Advise on recommended policy changes.
- Identify and evaluate job hazards and recommended corrective action.

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- Make safety equipment recommendations.
- Evaluate and recommend training requirements and safety training programs for job superintendents.
- Recommend policy enforcement procedures.
- Monitor program effectiveness and recommend improvements and audit PPE Program annually.
- Holds an OSHA Construction 10 Hour & 30 Hour Cards at a minimum and attends professional development seminars and courses annually.
- The Safety performance of the company is tracked and maintained on an ongoing basis in a computer system and the information is presented in the safety committee.
- All OSHA recordkeeping requirements.
- Reports directly to upper management.
- The employee handbook will be reviewed on an annual basis and any necessary changes will be made.
- All policies and procedures will be translated into the language of the workforce, when required.