

I. PURPOSE

- A. To establish guidelines for:
 - 1. Management Commitment and Employee Involvement
 - 2. Worksite Analysis
 - 3. Hazard Prevention and Control
 - 4. Training for Employee, Supervisors, and Managers

II. SCOPE

- A. This policy is applicable to all MTE employees.

III. MANAGEMENT COMMITMENT AND EMPLOYEE INVOLVEMENT

- A. MTE has expressed its commitment to all employees and health through the safety policy statement. (*See Appendix A*)
- B. The policy statement will be reviewed with all new employees before assignment.
- C. A forum will be established which allows all MTE employees the opportunity to give feedback regarding safety and health issues at the facilities. Where possible employees will participate in the development and implementation of safety activities at the facility.

IV. WORKSITE ANALYSIS

- A. An initial hazard assessment has been performed at the facility and plans have been established to abate any hazards identified.
- B. On a regular basis hazard assessments/audits will be performed.
- C. Included in the audits will be a review of accident data to identify patterns that can lead to further prevention.
- D. Where possible employees will participate in audits and at a minimum will be able to submit hazards they have identified.

V. HAZARD PREVENTION AND CONTROL

- A. Plans will be developed to abate hazards identified during regular hazard assessments/audits.

- B. Policies and procedures have been developed to insure all employees can perform their jobs safely.
- C. Personal protective equipment will be issued to all employees in situations where personal protective equipment is warranted.
- D. Procedures have been developed for emergency situations and drills will be conducted on a regular basis.

VI. TRAINING

- A. Training will be conducted on all MTE policies to prevent employees from being exposed to hazards.
- B. Training will be conducted before employees begin their assignment and if the process or hazard changes.
- C. Refresher training will be conducted based on applicable guidelines or frequent enough to keep employees current.
- D. All training will be documented including; date, attendees, course content, test scores (if applicable).

VII. RECORDKEEPING

- A. Injury and illness records required by OSHA will be maintained at the facility and retained at least five years.
- B. Exposure records will be maintained at the facility per the applicable standard.