

**Quabbin, Inc.  
Mission Statement**

**Safety and Health Policy**

# Safety and Health Policy

1. The safety and health of every employee of Quabbin, Inc. is our main priority. Management is committed to furnishing a safe and healthful work environment. Management accepts responsibility for developing and directing the safety and health program, and to evaluate this program to ensure effective, safe working conditions and practices.

All employees have a shared responsibility for safety and health by participating in the programs development, and by following all procedures, standards, and guidelines contained in the safety and health program. Employees are expected to use required safety equipment, follow safe work practices, caution any employee observed working unsafely, and cooperate in all safety and health matters. Compliance with this policy will enable us to work together in a productive and accident-free environment.

2. It is the policy of Quabbin, Inc. to provide a safe and healthful workplace for all of our employees and to observe all applicable safety and health regulations. Quabbin's management and our employees have and will continue to maintain a safety and health program in which all employees follow safe work practices, are able to recognize unsafe conditions, and timely hazard control is achieved.

Safety and health is a necessary part of each employees job and active participation and adherence to this program is a condition of employment at Quabbin, Inc. No employee is required to work at a job which is not safe. It is our goal to completely eliminate accidents and injuries at our workplace. On account of the many different potentially hazardous conditions associated with our industry, we must all maintain a constant safety and health awareness to achieve this goal. This policy has equal importance with other company policies of providing the best quality and most productive service in our industry.

3. Your safety and health while at work are very important to Quabbin, Inc. Quabbin will provide you with the knowledge, assistance, and resources to promote safe working habits. Safety and health are part of each and every employee job; together we can prevent accidents from occurring. Each employee is expected to follow all of the safe work practices and procedures contained in the Safety & Health Manual in order to protect yourself as well as that of your co-workers.

Each manager and supervisor at this company has personal and individual responsibility for the safety and health of all employees who are assigned to them. It is the duty of all management personnel to set a good example for every employee. Each employee has a personal responsibility for accident and incident prevention; not only for yourself, but to your co-workers as well. Remember, no job activity is so urgent that it cannot be done safely. Therefore, it is up to each and every employee of this company to maintain safe work habits and always remain alert to potential hazards.

4. Quabbin, Inc. maintains an active and aggressive safety and health program designed to keep all employees healthy and injury-free. In order to ensure full compliance with all safety and health rules and regulations, all employees must share this responsibility. Management has the responsibility to direct, support, and evaluate the effectiveness of the safety and health program. Employees share equal responsibility to understand and follow all safety policies and procedures.

Quabbin's safety and health program is based on preparation and prevention. Our program includes safe work activities to reduce the risk of personal injury and/or property damage. Our goal is to recognize, evaluate, and control all hazards to prevent accidents from occurring. Quabbin's short-term objective is *no lost time accidents* during the first year of the program, the intermediate objective is *no OSHA recordables* during the second year of the program, and the long-term objective is an *accident free workplace*. Together we can achieve these objectives.

5. Quabbin, Inc. has a vital interest in providing each employee with a safe and healthful place of employment and to conduct our business in the safest possible manner. It is the duty of management in the design, construction, operation, and maintenance of all equipment and facilities to ensure high standards of safe and healthy working conditions for all employees, visitors, and outside contractors. We are committed to compliance with applicable safety and health laws and regulations and strongly believe that:

- (1) work related injuries and illnesses can be prevented,
- (2) management and employees are jointly responsible for incident prevention and creating a safe and healthful work environment,
- (3) hazards can be prevented,
- (4) well trained personnel are essential, and
- (5) safety and health makes good business sense.

6. It is the policy of Quabbin, Inc. to ensure that all employees have a safe and healthy workplace. The company regards the promotion and practice of safety and health as integral components of all its operations. Further, it is our policy to be a responsible corporate citizen in the community and to conduct our business in a manner that will improve the quality of life for our employees. We will comply with all applicable safety and health statutes and regulations. There are four basic provisions to this policy:

- (1) all employees will perform their work assignments in the safest possible manner,
- (2) hazards will be controlled during all phases of work activities,
- (3) accidents are preventable, and
- (4) all employees will be held accountable for safety and health.

7. Quabbin, Inc. will provide a safe place to work, the proper hazard control measures, and a work environment conducive to safe and healthful practices and policies. It is Quabbin's intent to prevent all work-related injuries, illnesses, and incidents. This will be accomplished by:

- (1) creating an environment in which all employees are safety conscious for themselves and their fellow workers,
- (2) having all employees trained and aware of Quabbin's safety and health program,
- (3) providing the necessary authority and resources to maintain an effective program, and
- (4) making both management and employees responsible for safety and health matters.

8. Quabbin, Inc. recognizes the importance of safety and health and is committed to providing a workplace in which all hazards are controlled. The safety and health of all our employees is our first priority. The only acceptable level of safety and health performance is one that prevents all injuries, illnesses, and incidents. Safety and health are an integral part of Quabbin's organization which cannot be separated from other business functions and must be shared equally by all employees within our company. Quabbin's management will be held accountable for the safety and health of their assigned employees and each individual within the organization is expected to conduct their daily work activities in a manner consistent with the philosophy and objectives in this program.

9. Our goal at Quabbin, Inc. is to provide complete safety in all operations. Working in a safe and healthful manner is a fundamental obligation of each and every employee. No operation, process, or activity is successful unless it is also safe. This company insists that every employee does their share to contribute to the overall effectiveness of the program. Management has been given the authority and resources to implement the company safety policies and rules and will be held accountable whenever the program fails to protect employees. Employees will be expected to follow all of the provisions within the safety and health program.

10. Your safety and health is a high priority at Quabbin, Inc. We accept responsibility for providing you with a safe and healthful working environment and expect you to take responsibility for performing your work in accordance with the practices and procedures outlined in the safety and health program. Effective safety and health management will only be achieved through teamwork at our company. We must all join together in promoting safety and health and take every reasonable measure to assure safe working conditions exist throughout our company.

**Employee Training**  
**ATTENDANCE SHEET**

On \_\_\_\_\_, the following Quabbin employees were trained on  
Quabbin’s Health and Safety Policy for Quabbin, Inc.

<b><u>Name</u></b>	<b><u>Job Title</u></b>	<b><u>Employee’s Signature</u></b>
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A copy of this attendance sheet will be added to each employee’s personnel file.