BENSON LUMBER & HARDWAR, INC.

SAFETY PROGRAM
(Revised December 2015)

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Revision Date: 12-23-2004
INTRODUCTION

It is the policy of Benson Lumber & Hardware, Inc. to provide a safe and healthy workplace. Only through the joint commitment on the part of management and employees can workplace accidents and injuries be reduced or eliminated. Employees are encouraged to not only work safely and report unsafe conditions, but to also take an active role in safety and health by participating on the Joint Loss Management Committee.
The personal safety and health of each employee of Benson Lumber & hardware, Inc. is of primary importance. The prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity whenever necessary. To the greatest degree possible, management will provide all mechanical and physical facilities required for personal safety and health, in keeping with the highest standards.

We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of both supervisors and employees. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee and his fellow workers. Only through such a cooperative effort can a safety record in the best interest of all be established and maintained.

Our objective is a safety and health program that will reduce the number of disabling injuries and illnesses to a minimum, not merely in keeping with, but surpassing, the best experience of other operations similar to ours. Our goal ZERO accidents and injuries. Our safety and health program includes:

1. Providing mechanical and physical safeguards to the maximum extent that is possible.
2. Conducting a program of safety and health inspections to find and get rid of unsafe working conditions or practices; to control health hazards; and to comply fully with the safety and health standards for every job.
3. Training all employees in good safety and health practices.
4. Providing necessary personal protective equipment and instructions for its use and care.
5. Developing and enforcing safety and health rules, requiring that employees cooperate with these rules as a condition of employment.
6. Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it won’t happen again.

We recognize that the responsibilities for safety and health are shared:

A. As your employer we accept the responsibility for leadership of the safety and health program, and for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
B. Our supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise; and ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

C. As employees, you are responsible for wholehearted, genuine cooperation with all aspects of the safety program – including compliance with all rules and regulations, and for continuously practicing safety while performing your duties.

Benson Lumber and Hardware, Inc.
RESPONSIBILITIES

Controller/Owner

- Remain current on OSHA regulations and company responsibilities
- Make sure all OSHA records are properly maintained
- Monitor activity of the safety committee
- Take corrective action and
- Report to management regulation changes, needed policy changes, safety problems that need attention and activities of the safety committee.

Safety Committee Chairperson

- Keep current on OSHA regulations and changes
- Investigate safety and health hazards to see that they are corrected
- Make certain that all areas of the premises are regularly checked and inspected
- Take correction actions
- Make certain that the premises are in accordance with OSHA regulations
- Maintain an active safety committee with regularly scheduled meetings
- Refill the first aid kits on a monthly basis

Safety Committee Members

- Make safety inspections to discover unsafe physical conditions or employee practices
- Review results of inspections and investigations at safety committee meetings for the purpose of making specific recommendations
- Become familiar with OSHA laws and regulations
- Correct hazards found, noting them in OSHA files, and reporting them at the next safety meeting
- Report to the safety committee chairperson any hazards they cannot handle, making notes in their manuals, and reporting them at the next safety meeting
- Make inspections as required by the safety committee chairperson
- Keep OSHA manuals current

Safety Librarian – Company Controller

- Maintains Safety Manuals
- Maintains hazardous logs
- Maintains accident logs
- Posts all OSHA required posters

Employees

- Report all accidents and incidents to employer or supervisor
- Report any unsafe conditions immediately
SAFETY COMMITTEE

The purpose of the safety committee is:

To assist management in reducing accidents and injuries;

To make safety inspections to discover unsafe physical conditions or employee practices;

To review results of inspections and investigation at safety committee meetings for the purpose of making specific recommendations.

The size of the safety committee is limited to nine people.

There will be 2 representatives from management; and 7 representatives will be selected by the employees.

The employee representatives will be selected by the employees.

Employee representatives will represent from each profit center as follows: Office, Hardware, Derry and Londonderry, Sports, Sports – M, Lumber – D & L.

The chairperson will be rotated annually between management and employees.

The safety committee will meet the second Tuesday of each quarter.

The safety committee will perform inspections monthly.

The duties of the committee are to fulfill the requirements of the safety committee listed above.
SAFETY RULES

A. General
1. Each employee shall use common sense and proper reasoning and care to prevent injury to him/herself and to others.

2. Each employee shall not perform any task you feel is unsafe.

3. Each employee shall ask for help when needed.

4. Each employee shall not lift anything too heavy or too awkward without assistance.

5. Each employee shall be responsible putting equipment and tools away when finished with the job.

6. Each employee shall clean spills immediately, and keep aisles, corridors, and exits clear of debris.

7. Each employee shall wear appropriate work clothes and proper footwear at all times.

8. Each employee shall be careful when handling chemicals and in the operation of hazardous machinery.

9. Each employee shall report all unsafe conditions and practices to their immediate supervisor.

10. Each employee shall report all injuries immediately to employer.

11. Each employee shall never operate any machinery unless all guards and safety devices are in place in proper operating condition.

12. Each employee shall never use defective tools or equipment and shall report any defective tools or equipment to employer or supervisor.

13. Each employee shall be alert and conscientious at all times.

14. Each employee shall comply at all times with the known federal, state and local safety laws and regulations.

15. Each employee shall comply at all times with the company’s safety rules and/or common working practices.
16. Each employee shall obey order or job assignments given by supervisor (except when safety is compromised).

17. Each employee shall cooperate with members of the company’s safety committee.

18. Consumption of alcoholic beverages or use of drugs on company property or reporting work under the influence of drugs or alcohol is not permitted.

19. Horseplay, profane and abusive language to fellow employees or supervisor(s) is not permitted.

20. Practicing and contributing to unsanitary and unhealthy conditions is not permitted.

21. Deliberate destruction of company property is not permitted.

22. Smoking in unauthorized areas is not permitted.

23. Possession of weapons on company property is not permitted.

24. Immoral or indecent conduct of employee is not permitted.

25. Threatening, intimidating, coercing or interfering with fellow employees or supervisor(s) on the premises is not permitted.

26. Each employee is asked to inspect their work area daily.
B. DETAIL

**Accident Reporting Requirements:**
An employee accident which is fatal to one or more employees or which results in the hospitalization of 3 or more employees shall be reported to the Commission of Labor by Benson Lumber & Hardware, Inc. within 7 hours after its occurrence.

**Bloodborne Pathogens:**
- All human blood and body fluid shall be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
- Universal precautions shall be observed in all situations where there is a potential for contact with blood or other potentially infectious material.
- Employees responding to an emergency or situation where blood or body fluids are present shall wear single use gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood or other potentially infectious materials might be splashed. Disposable gloves and eyewear are located in each store’s first aid kit.
- Work procedures shall include safe handling and disposal of needles and sharp objects, used bandages and gauze, linens, and all other emergency items that come in contact with blood or other potentially infectious materials.
- Employees shall not be responsible for the clean-up of any blood or body fluids from such accident. They should notify their immediate supervisor who will contact the appropriate company designated personnel who will clean the area.

**Chains, Cables, Ropes, and Hooks**
- Valve protection caps shall be in place when compressed gas cylinders are transported, moved, or stored.
- Cylinder valves shall be closed when work is finished and when cylinders are empty or are moved.
- Compressed gas cylinders shall be secured in an upright position at all times, expect if necessary for short periods of time when cylinders are actually being hoisted or carried.
- Compressed gas shall not be used for cleaning purposes.
Drinking Water

a. Use of a common drinking cup shall be prohibited.

Ergonomics

It is the responsibility of Bensons to evaluate all incidences of ergonomically related injuries, such as repetitive motion trauma, carpal tunnel syndrome and back injuries, and to make necessary workplace modifications to prevent recurrences. Bensons shall also develop training procedures for employees who might be subject to ergonomic exposures such as those listed above.

Bensons will also make available protective gear (such as back belts) to aid and help eliminate agronomical related injuries.

Exits

a. Exits and the way of approach and travel from exits shall be maintained so that they are unobstructed and accessible at all time.

b. Exits shall be marked by clearly visible, suitably illuminated exit signs.

Flammable and Combustible Liquids

a. Flammable liquids shall be stored only in containers designed for that purpose.

b. Portable containers in excess of one gallon capacity shall have a self-closing lid and a pressure relief device.

Floors, General Condition

a. All floor surfaces shall be kept clean, dry, and free from hazards. Floors shall be kept free from protruding nails, splinters, loose boards, holes, and projections. Materials and/or tools and equipment when not in use shall be stored where it will not present a hazard.

b. Aisles and passageways shall be kept clear, safely maintained, in good repair, and with no obstruction across or in aisles that could create a hazard.

c. Where with processes are used, drainage shall be maintained, and false floors, platforms, mats or other dry handing places shall be provided where practicable.

d. Permanent aisles and passageways shall be appropriately marked.
Forklift Trucks and Powered Industrial Trucks

a. Operator must be a minimum of 18 years of age.

b. Operator must be approved by Bensons for operation.

c. If at any time a power industrial truck is in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.

d. Forklift trucks with extended lifts shall be equipped with an overhead guard unless operating conditions do not permit.

e. Forklift trucks shall be equipped with a vertical load backrest extension when the type of load presents a hazard to the operator.

f. Forklift trucks will be kept cleaned of all unnecessary and unsafe product such as B bands and wrappers as needed (at minimum daily).

Hazardous and Toxic Substances

a. Employees who might be exposed to toxic substances during the course of their work shall be informed of the nature and hazards of these substances in accordance with N.H.RSA 277-A “Worker’s Right to Know Law.”

Housekeeping

a. Scrap lumber and all other debris shall be kept clear from all work areas.

b. Combustible scrap and debris shall be removed from work areas at least daily.

c. Trash shall be disposed of at frequent intervals.

d. All places of employment, passageways, storerooms, and service rooms shall be kept clean and in a sanitary condition.

Key machine

Operator must be at least 18 years or age, eyewear is required, and must be approved by Bensons.
Machine Guarding

a. Machine guarding shall be provided to protect employees in the machine area from hazards such as those created by point of operation, nip, points, rotating parts, flying chips and sparks. The guard shall be such that it shall not offer an accident hazard in itself.

b. The point of operation guarding device shall be so designed as to prevent the operator from having any part of his body in the danger zone during the operating cycle.

c. Special supplemental hand tools may be sued for placing and removing materials within the danger zone of the machine.

Medical Services

Medical chests are in the following locations: Derry; receiving room; Londonderry; Emergency phone numbers are posted on each phone and by the medical chest.

Railings

All storage facilities are to comply with the state approved code, which is a follows:

a. A standard railing shall consist of top rail, intermediate rail and posts, and shall have a vertical height of 42 inches from upper surface of top rail to floor, or platform.

b. A railing for open-sided floors, platforms, and runways shall have a toeboard whenever persons can pass beneath the open side, or where there is equipment with which falling materials could cause a hazard.

c. Railings shall be of such construction that the complete structure shall be capable of withstanding a load of at least 200 pounds in vertical or horizontal direction.

Record Keeping

a. AN annual log of all workplace injuries and illnesses, for which an employer’s first report of injury is submitted to the Department of Labor, shall be kept a place of employment and made available to a safety inspector upon request.

b. The log includes the flowing information:

1. Date of injury
2. Name of employee
3. Occupation of employee
4. Description of the injury or illness
5. Whether lost time was involved; and
6. The date employee returned to work.

Saws, Radial, Plywood, and cutoff

Radial saws shall have an upper guard which completely enclosed the upper half of the saw blade. The sides of the lower exposed portion of the blade shall be guarded by a device that shall automatically adjust to the thickness of the material and remain in contact with the material being cut. Operator must be at least 18 years of age, eyewear is required, and must be approved by Bensons. Keep hand away from turning wheels.

Skate sharpening and turning machines

Operator must be at least 18 years of age, eyewear is required, and must be approved by Bensons.

Stairs

All stairs are to comply with state approved code which is as follows:

a. Every flight of stairs having 4 or more risers shall be equipped with standard stair railings for standard handrails as specified below:
   1. On stairways less than 44 inches wide having one side open, at least one stair railing on the open side;
   2. On stairways less than 44 inches having both sides open, on stair railing on each side, and
   3. On stairways more than 44 inches wide but less than 88 inches wide, one handrail on each enclosed side and one stair railing on each open side.

b. A stair railing shall not be more than 34 inches nor less than 30 inches from the upper surface of the top rail to the surface of tread in line with the face of riser at the forward edge of tread.

c. Riser height and tread width shall be uniform throughout any flight of stairs.

Storage

a. All stored materials stacked in tiers shall be stacked, blocked, interlocked, and limited in height so that they are secure against sliding or collapse.

b. Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest harborage. Vegetation control shall be exercised when necessary.

c. Where mechanical handling equipment is used, sufficient safe clearance shall be allowed for aisles, at loading docks, through doorways, and whenever turns or passages is made.
**Woodworking Machinery**

a. All woodworking machinery such as table saws, swing saws, radial saws, band saws, jointers, tenoning machines, boring and mortising machines, shapers, planers, lathes sanders, veneer cutters, shall be effectively guarded to protect the operator and other employees from hazards inherent to their operation.

b. A power control device shall be provided on each machine to make it possible for the operator to cut off the power to the machine without leaving his or her position at the point of operation.

c. Power controls and operating controls shall be located within easy reach of the operator while he or she is at this or her regular work location, making it unnecessary to reach over the cutter to make adjustments. This does not apply to constant pressure controls used only for setup purposes.

d. Each operating treadle shall be protected against unexpected or accidental tripping.

e. Disconnect switches shall be capable of being locked or tagged in the off position.

f. On application where injury to the operator might result if motors were to restart after a power failure, provision shall be made to prevent machines from automatically restarting upon restoration of power.

g. Minimum of 18 years of age, eyewear is required, and operator must be approved by Bensons.

**DISCIPLINARY POLICY**

Any violation of the safety policy will result in:

1. Verbal warning by supervisor or management;
2. Written warning placed in personnel file;
3. Job suspension;
4. Termination.

The warning, suspension, or termination will depend on the severity of the violation and at the discretion of management.
ADDIDENT AND INCIDENT REPORTING AND INVESTIGATION

All accidents and injuries are to be fully investigated using the following procedures:

1. Employees will report all accidents, injuries, near misses and property damage to immediate supervisor promptly despite the severity of the injury or incident.

2. Upon report of injury, the supervisor or management personnel will:
   
a. Immediately administer first aid and ensure injured employee received appropriate medical attention:
   b. Complete supervisor’s “First Report Injury” Form, including
      - Interview with injured employee’
      - Interview with witnesses as soon as possible after accident;
      - Reconstruct history of accident if appropriate;
      - Report – who, what, where, when. Why, how;
      - Correct any unsafe conditions immediately;
      - Make recommendations to prevent reoccurrence;
      - Follow-up or provide corrective action as necessary.
   c. Significant safety hazards inherent in the operation:
      - Strained backs due to lifting
      - Cut fingers and hands
      - Dust or splinters in eyes
      - Trucks used for delivery of lumber products
      - Forklifts for moving lumber products
   d. Enforcement of Safety Policy:

Area supervisors are to contact the safety officer if the employee becomes a habitual offender or performs a serious safety violation. The safety officer will:

1. Explain to the employee the unsafe act that he/she did and then send the employee home for the day.
2. The second time the safety officer has to talk with the employee will mean termination of the employee.

e. Alternative duty:

Any employee that has suffered an injury should seek alternate duty until that injury has healed. If the injury required a doctors attention, the employee will receive alternate duty based on the doctors note. No employee will be allowed to work unless the doctor’s note states that he/she is available for work. When the employee returns to work full time, a job will be available at the same rate of pay as when he/she was injured.
Exhibit A

SAFETY INSTRUCTIONS FOR DELIVERY VEHICLES

It is required that any person driving a commercial vehicle has a commercial license AND abides by the laws, requirements and rules of the state. It is also required that each new driver has his driving record reviewed and be tested by the yard foreman before driving a Benson Lumber truck.

Requirements for safety in operating the vehicles:

1. No jumping off trucks.
2. Shoe laces must be tied all times.
3. All materials must be strapped down when the truck is moving.
4. Do not rush the job, do it right.
5. Take your time carrying sheetrock. If you’re not experienced, ask the driver to explain how to carry it. Carry heavy weight when your back is twisted is not smart.
6. Each morning the trucks must be reviewed for malfunctioning equipment (brakes, oil, flags, etc.)
7. Use the back driveway as much as possible, there are too many people in the main area.

TRAINING REQUIREMENTS FOR SAFETY AND HEALTH

All new employees will be trained prior to working with any equipment to follow safety rules for using the equipment. Employees will be periodically reviewed on their training to ensure that they are following the correct and safe procedures.

EMERGENCY EVACUATION AND RESPONSE PLANS

Emergency phone numbers:

- EMERGENCY – 911 for Fire, Police, or Ambulance
- Poison Control – 1-800-562-8236
- State Police – 1-800-525-5555
- Parkland Medical Center 432-1500

In the event of an emergency employees are instructed to evaluate the situation and act appropriately.
Medical Emergency: Employees are asked to use common-sense. There are medical cabinets located in key areas of each our facilities. Each person knows to contact their supervisor if an accident has happened.

If necessary the supervisor will call the local hospital (phone numbers are located at all phones). For Derry & Londonderry the local hospital is Parkland Medical Center located at One Parkland Drive, Derry.

Fire: Fire extinguishers are located throughout the buildings. If a fire occurs, the procedure is to contact your supervisor, announce over the paging system for everyone to exit the building and then contact the fire department. This all depends on the magnitude of the fire.

Evacuation procedures:

Derry: After hearing the evacuation page, please proceed calmly to the nearest exit (front doors, door near hardware/power equipment, or office exit) and meet other employees on Martin Street. See attached map.

Londonderry: After hearing the evacuation page, please proceed calmly to nearest exit and meet other employees in parking lot. See attached map.

SAFETY & HEALTH COMMUNICATION

All employees will be provided with a copy of the safety program.

Information on safety meetings and minutes of meetings will be posted in the hall way to the break room in Londonderry and by the utility sink in Derry.

Informational signs and posters will be posted in the hall way to the break room in Londonderry and by the utility sink in Derry.

All employees are encouraged to make suggestions for safety and health changes to management or members of the safety committee.

All employees are encouraged to notify management of any unsafe condition or equipment.

All employees are encouraged to participate actively with the safety committee.
SIGN-OFF FORM

1. Company Goals and Objectives  
   a. Safety and Health Policy  
   b. Safety Rules  

2. Responsibilities  
   a. Employer  
   b. Employee  

3. Accident Reporting  
   a. Procedures for Accident Reporting  
   b. Accident Investigation  
   c. Progressive Disciplinary Program  

4. Training  
   a. Orientation  
   b. On the Job Training  
   c. Continuous Education  

5. Inspection  
   a. Safety Inspections  
   b. Safety Checklists  

6. Communication  
   a. Safety Committee  
   b. Staff Meetings  

I have been provided a copy of Benson’s safety and health policy and set of safety rules. These goals and objectives were fully explained to me. I understand the personal safety and accident prevention are my responsibility and the responsibility of all employees. I will actively participate in accident preventions. I understand I will be held accountable for my safety performance.

Employee signature: ___________________________ Date: ________________

I have instructed the above employee in the safe working practices for:

______________________________________________________________________

Supervisor’s signature: ___________________________ Date: ________________