

Acknowledgement Agreement

I, by signing this form below, acknowledge that I received the Washington Floral Safety and Health Information, Accident Prevention Program, and Hazard Communication Standards and that I have read and understand the information contained within those documents. I am aware that if I have any questions regarding the information in question that I am able to ask my supervisor or the human resources manager for clarification.

I agree to follow the guidelines within these documents and adhere to company policy and standards, and realize that failure to do so will be grounds for termination.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____

Washington Floral Service
Safety and Health Information

**Accident Prevention Program
and
Hazard Communication Standards**

Responsibilities

It is Washington Floral's responsibility to:

- Provide you a safe and healthful working environment.
- Establish and enforce an accident prevention program.
- Establish and maintain a training program to ensure the competency of all employees in the field of occupational safety and health.
- Ensure that all serious accidents are investigated promptly.
- Maintain records of all on the job injuries.
- Ensure that all machinery, tools and equipment used by employees meet safety requirements.
- Establish a Safety and Health Committee to address various aspects of the safety program and facilities.
- Assure that all employees can be afforded quick and effective first aid attention in the event of an injury.

It is your responsibility as an employee to:

- Coordinate and cooperate with all other employees in an attempt to eliminate accidents.
- Study and observe all safe practices governing your work.
- Offer suggestions, where these suggestions may contribute to a safer work environment.
- Use proper safety devices and protective equipment as required by WFS.
- Properly care for all personal protective equipment.
- Promptly report to your immediate supervisor any accident, injury or occupational illness.

Accident Prevention Program

Priority and Importance of the Accident Prevention Program

Washington Floral Service believes in the importance of each individual employee and his or her right to a safe workplace. The prevention of occupational injuries and illnesses is of such importance that it will be given top priority at all times.

Employee Training and Information

Each new employee of Washington Floral will attend a health and safety orientation prior to beginning work that includes information and training on our Hazard Communication Standard, and information on the chemicals present at Washington Floral and their health risks. They will also be trained on how to read and interpret labels on hazardous chemicals, and how to review Material Safety Data sheets for these chemicals. This orientation will also comprise a complete overview of our safety program.

Throughout the time of employment, each employee will also undergo training in any new potentially hazardous equipment that has been introduced to the workplace, and refresher training on general safety issues such as the proper use of fire extinguishers, flower cutters, lifting techniques and exit strategies in case of emergency. After each training session, both the employee and the trainer will sign a Training Acknowledgement Form that will become a permanent part of the employees file.

Lines of Communications / Accident and Hazard Reporting

Any accidents, injuries or occupational illnesses must be reported to your supervisor immediately. If your supervisor is not immediately available, any other manager will be available to receive your report. You will be asked to fill out an "Employees Report of Injury" - please fill it out promptly and completely, and return it to your supervisor. If you are the supervisor, you must also fill out a report - the "Supervisor's Report of Injury." It is important that you follow these procedures, and not wait until later to report injuries or accidents. These reports will be sent to the office for filing, with a copy of each given to the safety committee.

In the event of an injury or illness requiring doctor and/or outpatient care, after any necessary emergency actions, an investigation of the accident will be conducted by the safety committee chairman an immediate supervisor or manager in conjunction with any witnesses to the accident to determine the causes. The findings of the investigation shall be documented on an accident/injury report form.

In the event of a major injury or illness (fatality or hospitalization), after any necessary emergency actions, an investigation of the accident will be conducted by the highest company official available, the safety committee chairman and immediate supervisor in conjunction with any witnesses to the accident to determine the causes. The investigation will be under control of top management.

Should you notice any potential hazards in the course of your work, you have several different ways to report them: First, you should feel free to report them to your immediate supervisor at any time. Second, you may bring the problem to your representative on the Safety and Health Committee - your representative will bring them to the full committee, which is authorized to handle problems. Third, if you feel uncomfortable with these ways of reporting hazards, there are "Record of Hazard Observed" forms on the Washington Floral Service website, inside the employee portal section. Feel free to fill one of these out and leave it on a company manager's desk for them.

Personal Protective Equipment

Washington Floral is required to conduct a Hazard Assessment for all duties performed. This assessment lists any jobs at Washington Floral that require Personal Protective Equipment, the hazards associated with these jobs, and the necessary protective equipment.

It is Washington Floral's responsibility to provide any necessary protective equipment in clean and operating condition, to provide a clean place to store it (if appropriate), to provide training in the equipment's use, and to ensure it's proper use and maintenance. It is each employee's responsibility to use this personal protective equipment properly, to use it at all times during hazardous tasks, to inspect before each use, and to maintain in working order. It is also the employee's responsibility to notify Washington Floral if any equipment is no longer in good working order to ensure prompt replacement.

Hazard Assessment

<u>Task</u>	<u>Hazard</u>	<u>Protective Equipment</u>
Driving	Injury	Seatbelt
Bucket Washing	Eye Injury	Protective Glasses

General Warehouse Safety Guidelines

Lifting Safety – Many of the jobs at WFS require extensive lifting and carrying. It is very important for your long-term health that proper lifting guidelines be followed. When lifting boxes over 20 pounds, always lift with your knees - never bend at the back or lift straight legged. For more detailed information, see your supervisor.

Ladder Use – When accessing product with the rolling ladders, never climb above the top platform, or on any of the railings, and reach the shelves from straight ahead - never lean.

Top Shelves – The top of our warehouse shelving is to be used only for storage of product that can be reached from the top of our rolling ladders. They are not meant for climbing on at any time, for any reason. This same restriction applies to the cooler top, or any other high location without guardrails.

Knife or Cutter Use – When using sharp instruments such as knives, use caution to keep hands and body out of the knives path. Cut away from yourself when possible. Take care to pay attention to others while using sharp instruments and keep your knife away from others. When using a cutter, keep fingers out of the blades path. Take caution to keep others away from the blade as well.

Cooler Hazards – The cooler floor will frequently have small amounts of water from flower buckets, which can cause a slippery surface. Take care to note when there are wet conditions and avoid them when possible. Employees are also expected to clean up spills and problems as they come across them to avoid hazard to both other employees and customers. Employees that will be in the cooler frequently are advised and encouraged to wear slip resistant footwear with effective tread.

Strapper Use and Safety – When using the box strapping machine it is important to keep your fingers out of the strap. Failure to keep hands and fingers away from strap while it is tightening can result in severe injury or even amputation.

Forklift Use and Restriction – Forklifts are only to be operated by those who are authorized, as well as trained and certified, to do so. Care must be taken to avoid tipping or collision when operating the forklift. The operator must also be mindful of others in the area while driving forklift, so as to avoid injury to bystanders.

Lift Use – When using the lift, employees must always make sure the lift is fully stable and secured before use. Employees are not to lean outside the platform, to avoid the risk of tipping. All safety procedures listed on product must be followed at all times.

Bucket Cleaner Use – While employees use the bucket cleaner it is important that they keep hands and body away and out of moving parts of the machine. Contact could result in injury. The employee must also wear eye protection while using the bucket cleaner to avoid flying material entering the eye. Safety glasses are available to the employee for this purpose.

Floor Buffer / Cleaner Use – Employees using the floor buffer/cleaner must be sure to keep hands and feet away from moving parts at all time. Care must also be taken to avoid injuring others by collision or contact.

Bucket Filling – Filling buckets often results in spills on the floor, which can be a slipping hazard. Employees must be cautious when working in wet environments. Employees also need to be aware that we use a flower preservative in our water system used for filling buckets. This water is not to be ingested or consumed. There is also a small possibility that any given employee may, if a sensitivity is noticed, develop an allergic response after contact. Employees are encouraged to rinse their skin well with untreated water after contact or wear gloves to avoid contact with hands if necessary.

Slipping/Tripping Hazards – We try our best to keep all trash and spilled liquids picked up on the warehouse floor, but it is inevitable that some is present at one point or another, and this can cause a slip or trip hazard. Employees should be aware of their surroundings and avoid stepping on any trash or liquid present, as well as pick it up and dispose of it properly if possible. We also have pallets and low carts in the warehouse that might not be easily visible if carrying large boxes or product. Again, employees are encouraged to be aware of their surroundings and any possible obstacles in their work area to avoid injury to themselves or others.

Footwear Requirements – While working in the warehouse or in delivery, employees will encounter slippery or wet floors, as well as objects that could cause harm without proper footwear. Employees on the warehouse floor or delivery are strongly urged to wear closed toe, and slip resistant shoes at all times. Employees stationed in the office are to follow the guidelines set by their current manager regarding footwear.

Safety and Health Committee

Washington Floral has a Safety and Health Committee comprised of employee elected members and a management representative. The safety committee has been established to:

- Assist the owners and managers of Washington Floral with maintaining a safe working environment for all employees and customers.
- Identify unsafe conditions or practices
- Assist in correction of these unsafe conditions or practices
- Conduct accident investigations and where necessary to correct the causes of accidents
- Monitor and evaluate the company's accident and illness prevention programs.
- Review the company safety and health inspection reports

Formation and Membership

The Safety Committee is comprised of representatives from both management and employee sectors. The committee can modify this list with extra members at its discretion. Membership terms are one year, and members are eligible for re-election. There is no limit to the number of terms one may serve so long as all duties are conducted as necessary for the committee to meet its requirements. Any vacancies are to be filled immediately. The committee elects its own chairperson.

Meeting Schedule

The Safety Committee will meet at least quarterly to address any safety concerns and conduct all previously listed and described tasks.

Safety Bulletin Board

We have a Safety Bulletin Board located at the main time clock, which has all Safety and Health, and Labor and Industries Posters on it, as well as any other legally required notices and in-house safety notices. Please pay attention to the posted notices. If you have any questions regarding Labor and Industries or WISHA, you may be able to find an answer here. If not, ask your supervisor.

OSHA 300 Log

WISHA requires that each employer establish a system for maintaining records of occupational injuries and illnesses. This OSHA 300 Log allows WISHA, the employer and employees to review their injuries / illnesses to identify potential trends developing, and preventing them from occurring. A consolidation of this log is to be posted on the safety bulletin board from February 1 to April 30 of each year for open inspection.

Accident forms, when collected by supervisors or managers, are turned in to the Human Resources Manager for inclusion into personnel files. At this time, copies are forwarded to the Safety Committee for review and are logged into the OSHA 300 Log. The Human Resources Manager will also ensure that the February consolidation of this information is posted to the safety bulletin board.

First Aid Supplies & Training

Tacoma Location –

First aid kits are located on the **Main Floor beside the sales desks**, in the **Shipping Department** and in each of our **Delivery Trucks**. To ensure that each of our main first aid kits remains fully stocked, we check them monthly, or as needed after providing first aid that required the use of medical materials. The first aid kits are available for your use whenever needed. There is also an emergency eye-wash station inside the delivery area doors.

Although we are within the two-minute response time for emergency assistance, it is Washington Floral's intention to have all managers trained in First Aid, CPR, and AED use. These people's names will be posted on the front of the on-site first aid kit, along with other emergency numbers and locations.

Spokane Location - First aid kits are located on the **wall outside the restrooms**, and in each of our **delivery Trucks**. To ensure that each of our main first aid kits remains fully stocked, we check them monthly, or as needed after providing first aid that required the use of medical materials. The full first aid kits are available for your use whenever needed. There is also an emergency eye-wash station.

AEDs will be located alongside the first aid kits in each location.

It is Washington Floral's intention to have all managers trained in First Aid, CPR, and AED use. These people's names will be posted on the front of each of the on-site first aid kits, along with other emergency numbers and locations.

Any time that an injury occurs which exceeds our ability to provide appropriate first aid, several other things could happen. If the injury is serious or life threatening, immediately dial Outgoing-911, and alert a first aid trained person as well as a manager. If the injury is not serious enough to call for emergency assistance, but still merits more than light duty first aid, we will arrange for transport for further medical attention.

Both locations will have an AED and managers who are trained or capable of operating it in case of emergency.

Montana Location – First aid kits are located in the warehouse, as well as each truck. All first aid kits will be checked regularly and restocked as needed.

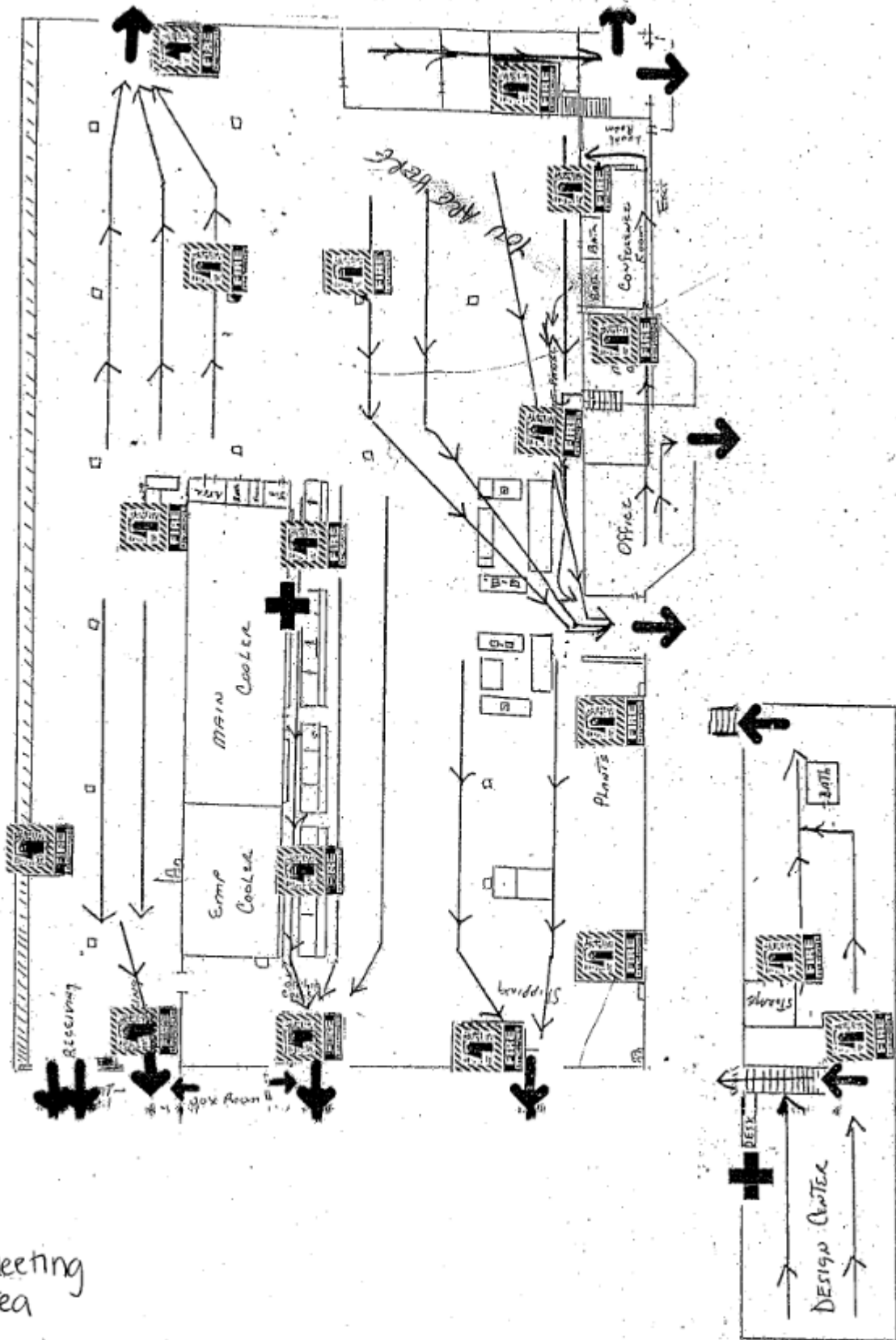
Emergency Plans / Fire Safety Information

The following maps show the exit locations and evacuation routes of each location (Tacoma, Spokane, and Missoula) for our personnel and customers in case of an emergency. In the Tacoma location all people are to exit the building as quickly as possible, and meet on the western side of the building in the truck turn around area. WFS managers are responsible for ensuring that all customers, as well as their own crew, safely leave the building.

In the Spokane location, all personnel and customers in the building are to exit through the main, or rear doors on the eastern side of the building and convene a safe distance from the building on the eastern side of the parking lot.

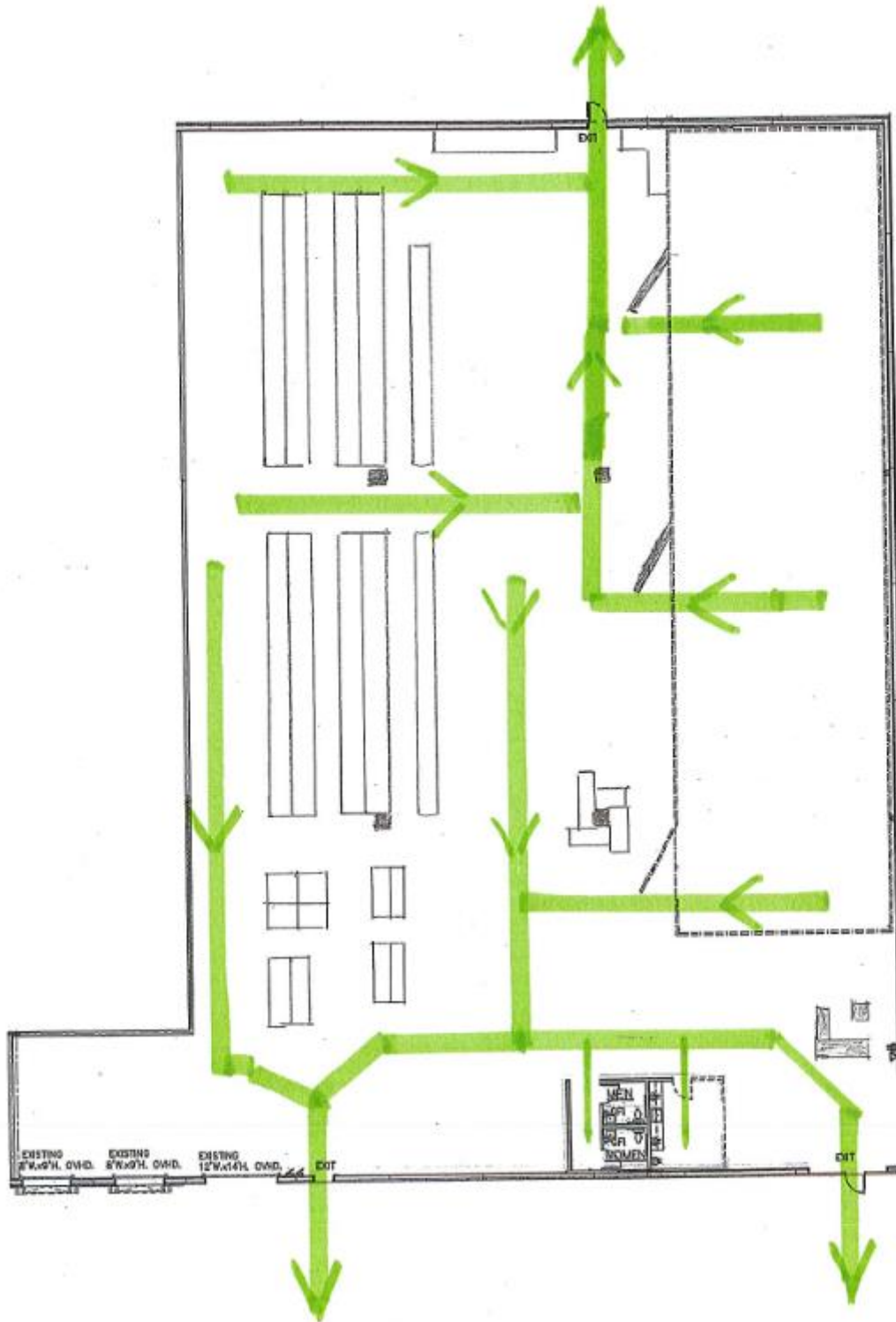
Even though each building is protected by an automatic fire alarm, in the event of a fire which we are unable to quickly extinguish, 911 is to be called immediately.

Tacoma Exits



Spokane Exits

Emergency Exit Routes



Hazard Communication Standards

Introduction

The Hazard Communication Standard (HCS) is based on a simple concept - that employees have both a need and a right to know the hazards and identities of the chemicals they are exposed to when working. They also need to know what protective measures are available to prevent adverse effects from occurring. The HCS is designed to provide employees with the information they need.

When you have information about the chemicals being used, you can take steps to reduce exposures, substitute less hazardous materials, and establish proper work practices. These efforts, in conjunction with a training program, will help prevent the occurrence of work related illnesses and injuries caused by chemicals.

Washington Floral's Hazard Communication Program

General Requirements

Washington Floral's Hazard Communication Program is required to address the following issues:

1. Washington Floral must inform you of the general requirements of the Hazard Communication Program.
2. We must keep a list of hazardous chemicals that you use or may potentially come into contact with while working at Washington Floral. In addition to this, we must keep a file of the Material Safety Data Sheets for each of these hazardous chemicals. You will be provided with information, and informed about which areas of your job may bring you into contact with these chemicals. Copies of all MSDS sheets will be maintained on file for a minimum of 30 years.
3. Washington Floral must make the above information available to you during each work shift, must inform you that the above materials are available to you, and must show you where and how to access this information.
4. We must ensure that all hazardous chemicals within our operation are labeled as such.
5. Washington Floral must train all employees, exposed or potentially exposed, about:
 - How to detect the presence or release of hazardous chemicals.
 - Physical and health hazards of chemicals in the work area.
 - How you can protect yourself through practices, emergency procedures and the use of protective gear.
 - Detailed explanation of labeling, Material Safety Data Sheets, and instructions on how to obtain and use hazard information.
6. As a wholesaler, the scope of several of these requirements is different from other businesses. Basically, as a distributor who handles material in sealed containers without "using" them, we need only:
 - Keep labels on containers as they are received.
 - Maintain Material Safety Data Sheets on all hazardous products and give employees access to them.
 - Provide employees with information and training to the extent necessary to protect them in the event of a spill or leak of a hazardous chemical from a sealed container.

This does not relieve us from duty of providing the needed training or information on any hazardous chemicals that we do actually use, such as floor stripper, paints, etc.

Washington Floral Service

Hazard Communication Program

Company Policy and Purpose of HCP

To ensure that information about the dangers of all hazardous chemicals used at Washington Floral Service are known by all affected employees, the following hazardous information program has been established. This program is designed to meet the requirements consistent with the provisions of the United Nations Globally Harmonized System of Classification and Labeling of Chemicals. All departments within the company will participate in the hazard communication program. This written program will be available in the office for review by any interested employee or available online.

Container Labeling

The Purchasing Agent or other purchasing employee will verify that all containers received for use or distribution will be clearly labeled as to the contents, note the appropriate hazard warning, ensure that the container is marked with the manufacturer's name and address, and will ensure that the Material Safety Data Sheet (MSDS) is on file in the office before use of the product.

Any person who removes material from a hazard marked container into a secondary container is personally responsible for ensuring that this secondary container is clearly labeled with a copy of the original manufacturer's label, or with labels that have both the identity of the contents and the appropriate hazard warning. It is this person's Department Manager's responsibility to ensure that this is complied with. For any help with labeling or questions regarding labeling requirements, please see the manager of your department.

Material Safety Data Sheets

The Human Resources Manager will be responsible for monitoring the company Material Safety Data Sheet program. They will ensure procedures are followed to obtain the necessary MSDSs and will work with managers to review the incoming documents for new or significant health and safety information that might affect our training program. They will also see that any new information is passed on to affected employees. It is the responsibility of the Purchasing Agent or other purchasing employee to request a MSDS for any new product that is purchased. These are to be passed on to the Human Resources Manager upon receipt. On an annual basis, the Supply Department Purchasing Agent and the Human Resources Manager to perform a review of all MSDS currently in the file to ensure complete and up to date coverage of our hazardous materials inventory. If the vendor does not send a requested MSDS to us promptly, a written request is to be sent, and a copy kept for our files.

Copies of MSDSs for all hazardous chemicals in use at Washington Floral, as well as copies of all MSDSs for products that we sell will be kept in a binder in the main office, as well as online, and will be available for review by any interested employee in accordance with the requirements of WAC 296-901-14010. The Human Resources Manager will also be responsible for filling requests from our customers for copies of MSDSs for the products that we distribute. If for any reason an MSDS is not available, immediately contact the Human Resources Manager.

All MSDSs collected will be maintained in file for at least 30 years, as required by WAC 296-62-05207(1)(b)

Employee Training and Information

The Human Resources Representative is responsible for updating and administering (along with each Department Manager and the Safety Committee) the company employee training program. They will

ensure that all program elements specified below are carried out. In conjunction with an overall orientation, each new employee of Washington Floral will attend a health and safety orientation prior to beginning work that includes the following information and training:

1. An overview of the requirements contained in the Hazard Communication Standard
2. A list of hazardous chemicals present at his or her workplace.
3. Information on the physical and health risks of the hazardous chemicals.
4. The symptoms of overexposure.
5. How to determine the presence or release of hazardous chemicals in his or her work area.
6. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
7. Steps the company has taken to reduce or prevent exposure to hazardous chemicals.
8. How to read labels and review MSDSs to obtain hazard information.
9. Location of the MSDS file and written hazard communication program.
10. A complete safety overview.

Prior to introducing a new chemical hazard into any section of this company, each employee in that department will be given information and training as outlined above for the new chemical hazard. After each training session, both the employee and the trainer will sign a Training Acknowledgement Form that will become a permanent part of the employees file.

Hazardous Non-routine Tasks

If at any time, employees are required to perform hazardous non-routine tasks involving hazardous chemicals, each affected employee will be given information prior to starting work on the project regarding the chemicals he or she may encounter during such activity. This information will include specific chemical hazards, protective and safety measures the employee can use, and steps the company is using to reduce the hazards. The Department Manager for the affected department will be responsible for providing this information.

Multi-Employer Workplace / Contractors

It is the responsibility of the Department Manager of any affected department to provide employers of any other employees (namely temporary staffing agencies) at the worksite with copies of MSDSs (if requested) for any hazardous chemicals that the other employers' employee may be exposed to while working. The department manager will also inform other employers of any precautionary measures that need to be taken to protect employees during normal operating conditions or in foreseeable emergencies, and provide other employers with an explanation of the labeling system that is being used within the department.

Statutes

The information and requirements stated above are found in the Washington Administrative Code:

WAC 296-62-05409 - Written Hazard Communication Program

WAC 296-62-05411 - Labels and Warnings

WAC 296-62-05413 - Material Safety Data Sheets

WAC 296-62-05415 - Employee Information and Training

WAC 296-62-05403 - Scope and Application, Distributors Exemptions

WAC 296-62-05405 – Definitions

List of Hazardous Chemicals

Following is a list of all known hazardous chemicals used by our employees. Further information on each chemical may be obtained by reviewing MSDSs located in the office.

Foam Products

Styrofoam Products (Dow Chemical)	Resale Product – Also used in design work
Aquafoam Products (Syndicate Sales)	Resale Product – Also used in design work
Oasis Foam Products (Smithers Oasis)	Resale Product – Also used in design work
Sahara Foam Products (Smithers Oasis)	Resale Product – Also used in design work
Washington Floral Foam (contains Aquafoam)	Resale Product – Also used in design work

Adhesives

Oasis Glue	Resale Product
Ad Tech Glue	Resale Product – Also used in design work
Sahara Glue	Resale Product – Also used in design work
Floratape	Resale Product – Also used in design work
Design Master Tack 1000	Resale Product
Design Master Tack 2000	Resale Product
SureBonder ClearStix Hot Melt Glue	Resale Product
Floralock Adhesive	Resale Product

Paints and Sprays

Design Master Colortool Sprays	Resale Product – Also used in design work
Design Master ColorTex Sprays	Resale Product
Design Master Modern Options Finishes	Resale Product
Design Master Metallic Sprays	Resale Product – Also used in design work
Design Master Premium Metallics Sprays	Resale Product – Also used in design work
Design Master Super Silver Spray	Resale Product
Design Master Modern Metals Sprays	Resale Product
Design Master Glitter Sprays	Resale Product
Design Master Glue For Glitter	Resale Product
Design Master Foliage Sprays	Resale Product – May also be used on plants
Design Master Foliage Sealer	Resale Product
Design Master Sno Blast	Resale Product
Design Master Shimmer Spray	Resale Product
Design Master Petal Proofer	Resale Product
Design Master Clear Finish	Resale Product
Design Master Glossy Color Series Sprays	Resale Product
Design Master Uber Frost	Resale Product
Design Master Crystal Frost	Resale Product
Design Master Primer	Resale Product
Design Master Super Surface Sealer	Resale Product – Also used in design work
Design Master Pottery Sealer	Resale Product
Design Master Dresden Clear Glaze	Resale Product – Also used in design work
Design Master Just For Flowers	Resale Product
Design Master Tint It Sprays	Resale Product
Design Master Dip It Dyes	Resale Product
Design Master Silk Flower Cleaner	Resale Product

Design Master Ultra Leafshine	Resale Product
Chrysal Leaf Shine (Liquid & Aerosol)	Resale Product
Floralife Color Sprays	Resale Product
Floralife Foliage Shine	Resale Product – May also be used on plants
Floralife Super Leafshine	Resale Product – May also be used on plants
Floralife Silk Care	Resale Product
Floralife Floralmist	Resale Product
Pokon Leaf Gloss	Resale Product – May also be used on plants
Pixie Sparkle Leaf Finish	Resale Product – May be used on cut foliage

Miscellaneous

Hi Float Ultra	Resale Product
Fresh & Clean	Resale Product
Floralife DCD	Resale Product – May be used on buckets
Design Master Mess Master	Resale Product – May be used for cleaning
Crystal Accents (JRM Chemical)	Resale Product
Deco Beads (JRM Chemical)	Resale Product
Snow Real	Resale Product
Tree Moist	Resale Product
Nu-Calgon Evaporating Coil Cleaner	Resale Product – May be used for cleaning

Preservatives

Floralife Crystal Clear Powder	Resale Product – May be used on cut flowers
Floralife Crystal Clear Liquid	Resale Product – May be used on cut flowers
Floralife Powder	Resale Product – May be used on cut flowers
Floralife Liquid	Resale Product – May be used on cut flowers
Floralife Finishing Touch	Resale Product – May be used on cut flowers
Floralife Express 200	Resale Product – May be used on cut flowers
Floralife Express 300	Resale Product – May be used on cut flowers
Floralife Special Blend 300	Resale Product – May be used on cut flowers
Floralife Special Blend Clear 300 Powder	Resale Product – May be used on cut flowers
Floralife Rose Food Clear 300	Resale Product – May be used on cut flowers
Aquaplus Powder	Resale Product – May be used on cut flowers
Aquaplus Liquid	Resale Product – May be used on cut flowers
Aquafinish Clear	Resale Product – May be used on cut flowers
Aquahold Clear	Resale Product – May be used on cut flowers
Aquahold Pro	Resale Product – May be used on cut flowers
Crowning Glory Clear	Resale Product – May be used on cut flowers
Hydra Quick	Resale Product – May be used on cut flowers
Hydra Plus	Resale Product – May be used on cut flowers
Floralife Hydraflor 100	Resale Product – May be used on cut flowers
Floralife Quick Dip	Resale Product – May be used on cut flowers
Chrysal Professional #1	Resale Product – May be used on cut flowers
Chrysal Professional #2	Resale Product – May be used on cut flowers
Chrysal Professional #2 Double Concentrate	Resale Product – May be used on cut flowers
Chrysal Professional #2 Premium T-Bag	Resale Product – May be used on cut flowers
Chrysal Professional #3	Resale Product – May be used on cut flowers
Chrysal Professional #3 Concentrate	Resale Product – May be used on cut flowers
Chrysal Clear Powder	Resale Product – May be used on cut flowers

Chrysal Powder Packets

Chrysal Tea Bags

Chrysal Clear Fresh

Chrysal Arrive Alive

Chrysal CVBN Tablets/Tabs

Chrysal RosePro Hydration

Chrysal RosePro Vase

Resale Product – May be used on cut flowers

Resale Product – May be used on cut flowers

Resale Product – May be used on cut flowers

Resale Product

Resale Product

Resale Product

Resale Product

Washington Floral Service

Safety Committee Information and Guidelines

Safety and Health Committee

Washington Floral has a Safety and Health Committee comprised of both employee and management members. The safety committee has been established to:

- Assist the owners and managers of Washington Floral with maintaining a safe working environment for all employees and customers.
- Identify unsafe conditions or practices
- Assist in correction of these unsafe conditions or practices
- Conduct accident investigations and where necessary to correct the causes of accidents
- Monitor and evaluate the company's accident and illness prevention programs.
- Review the company safety and health inspection reports

Formation and Membership

The Safety Committee is comprised of self-governing representatives from the following departments: Sales Floor, Office and Management. Membership terms are one year, and members are eligible for re-election. Vacancies are filled immediately.

Guidelines

Safety Committee runs itself with a minimum of input from management. Minor expenditures or procedure changes can be made with the approval of the management member of the committee. Larger expenditures require executive management approval.

Each meeting should address the following topics (at minimum):

- Conduct building inspection (quarterly)
- Review inspection reports
- Evaluate accidents; correct causes
- Evaluate safety program for changes

Topics discussed should be documented, and minutes of all meetings are to be kept on file. Minutes should also be posted by the timeclocks.

Duties

1. Review Washington Floral's "Safety and Health Information, Accident Prevention Program and Hazard Communication Standards," and to recommend updates or changes as necessary.
2. Review accident reports, to evaluate trends, and to recommend or institute changes to prevent reoccurrence as needed.
3. Investigate thoroughly any accidents that involve serious injury, outside medical attention or time loss. The committee will present findings and recommendations to executive management.
4. Regularly inspect the building and trucks for potential safety hazards. Make recommendations to management or implement changes as appropriate to correct unsafe conditions or practices.
5. Accept and review Hazard Observed forms from employees, and take action as appropriate.
6. Monitor safety equipment within Washington Floral, including:
 - First Aid Kits – monitor and stock as needed, both within the building and on the trucks.
 - Fire Extinguishers – check regularly for adequate charge and condition.
 - Truck Safety Equipment – including first aid kits and safety flares.
7. Develop and institute emergency plans, including fire or earthquake evacuation plans, and medical emergency response plans.

8. Monitor the status of first-aid trained personnel. Schedule training as needed, and handle the coordination with Red Cross.
9. Keep up appropriate communications with management and with all employees regarding the actions of the Safety Committee.
10. Meet, at a minimum, quarterly to conduct all business as described above.