

ACCIDENT PREVENTION PROGRAM (APP)

National Retail Source, LLC.

Accident Prevention Program

National Retail Source, LLC.

Management Commitment

Safety Policy

National Retail Source, LLC. places a high value on the safety of its employees. National Retail Source, LLC.

of America, Inc. is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of this company that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all company safety rules and are encouraged to actively participate in

identifying ways to make our company a safer place to work.

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the

workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources necessary to form a safety committee composed of

management and elected employees. We will develop a system for identifying and correcting hazards. We will plan

for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will

establish a disciplinary policy to ensure that company safety policies are followed.

Safety is a team effort – Let us all work together to keep this a safe and healthy workplace.

Safety and Health Responsibilities

Manager Responsibilities

1. Ensure that a companywide safety committee is formed and is carrying out its responsibilities as described in this program.

2. Ensure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.

3. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.

4. Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

Supervisor Responsibilities:

1. Ensure that each employee you supervise has received safety protocol information guide before beginning work.
2. Ensure that each employee you supervise is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project.
3. Ensure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
4. Promptly inform and correct any hazards you find.
5. Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
6. Set a good example for employees by following safety rules and attending required training.
7. Investigate all incidents in your area and report your findings to management.
8. Talk to management about changes to work practices or equipment that will improve employee safety.

Employee Responsibilities

1. Follow safety rules described in this program, OSHA and WISHA safety standards and training you receive.
2. Report unsafe conditions or actions to your supervisor or safety committee representative promptly.
3. Report all injuries to your supervisor promptly regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

Employee Participation

Safety Committee

We have formed a safety committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program. The committee is made up of management-designated representatives and one employee-elected representative. _ Elected representatives will serve for one year before being re-elected or replaced. If there is a vacancy then an election will be held before the next scheduled meeting to fill the balance of the term.

_ In addition to the employee-elected representatives, management will designate no more than three

representatives but a minimum of one who will serve until replaced by management.

_ A chairperson will be selected by majority vote of the committee members each year. If there is a vacancy, the same method will be used to select a replacement.

_ In addition to the committee responsibilities explained above, duties of safety committee members include:

_ Communicating with the employees they represent on safety issues and

_ Encouraging safe work practices among co-workers.

_ The regularly scheduled meeting time is 9:00 am for one hour on the first Thursday of each month. This may be changed by vote of the committee.

_ A committee member will be designated each month to keep minutes on the attached minutes form. A copy will

be posted on the employee bulletin board after each meeting. After being posted for one month, the minutes will

be filed for one year. The minutes form contains the basic monthly meeting agenda.

Employee Safety Meetings

All office employees are required to attend a monthly safety meeting held on the first Thursday of each month. All

other employees will be given a safety protocol information guide upon employment. This meeting is to help identify

safety problems, develop solutions, review incidents reports, provide training and evaluate the effectiveness of our

safety program. Minutes will be kept on the attached minutes form. Meeting minutes will be kept on file for one year.

Hazard Recognition

Record Keeping and Review

Employees are required to report any injury or work related illness to their immediate supervisor regardless of how

serious. Minor injuries such as cuts and scrapes can be entered on the minor injury log located in the Human

Resources office. The employee must use an "Employee's Injury/Illness Report Form" to report more serious injuries.

The supervisor will:

Investigate a serious injury or illness using procedures in the "Incident Investigation" section below.

Complete an "Incident Investigation Report" form.

Give the "Employee's Report" and the "Incident Investigation Report" Melanie Didier, Human Resources Associate.

Melanie Didier, Human Resources Associate will:

Determine from the Employee's Report, Incident Investigation Report, and any L&I claim form associated with

the incident, whether it must be recorded on the OSHA Injury and Illness Log and Summary according to the

instructions for that form.

Enter a recordable incident within six days after the company becomes aware of it.

If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.

Each month before the scheduled safety committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.

The safety committee will review the log for trends and may decide to conduct a separate investigation of any incident.

Melanie Didier will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

Incident Investigation Procedure

If an employee dies while working or is not expected to survive, or if any employee is in-patient hospitalized as a

result of a work-related incident, Melanie Didier, Human Resources Associate will contact the Department of Labor

and Industries within 8 hours after becoming aware of the incident. During weekends and evenings, the toll -free

notification number is: 1-800-321-6742. Melanie Didier must talk with a representative of the department. Fax and

answering machine notifications are not acceptable. Melanie Didier, Human Resources Associate must report: the

employer name, location and time of the incident, number of employees involved, the extent of injuries or illness, a

brief description of what happened and the name and phone number of a contact person.

DO NOT DISTURB the scene except to aid in rescue or make the scene safe.

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary

investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by

management, an employee representative of the safety committee, and any other persons whose expertise would help the investigation.

The investigation team will take written statements from witnesses, photograph the incident scene and equipment

involved. The team will also document as soon as possible after the incident, the condition of equipment and any

anything else in the work area that may be relevant. The team will make a written "Incident Investigation Report" of

its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident

and any recommendations to prevent a similar incident in the future. The report will be reviewed by the safety

committee at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team

investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to Melanie Didier, Human Resources Associate.

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a near-miss), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to Human Resources to record on the incident log.

An "Incident Investigation Checklist" form can be found in the Accident Prevention Program Guide to help the supervisor carry out his/her responsibilities as described above.

Safety Inspection Procedures

National Retail Source, LLC. is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any

hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and

the safety committee will regularly check the workplace for hazards as described below:

Periodic Change Survey -- We will assign a supervisor or form a team to look at any changes we make to identify

safety issues. Changes include new equipment, changes to production processes or a change to the building

structure. A team is made up of maintenance, production, and safety committee representatives. It examines the

changed conditions and makes recommendations to eliminate or control any hazards that were or may be created as a result of the change.

Monthly Safety Inspection -- Each month, before the regularly scheduled safety committee meeting, safety committee

representatives will inspect their areas for hazards using the standard safety inspection checklist. They will talk to

co-workers about their safety concerns. Committee members will report any hazards or concerns to the whole

committee for consideration. The results of the area inspection and any action taken will be posted in the affected

area. Occasionally, committee representatives may agree to inspect each other's area rather than their own. This

brings a fresh pair of eyes to look for hazards.

Job Hazard Analysis -- As a part of our on-going safety program, we will use a "Job Hazard Hotline" form to look at

each type of job task our employees do. All who work on assigned tasks will be encouraged to submit the job hazard

hotline form to report any possible hazards. These forms will be submitted to the safety committee. We will change

how the job is done as needed to eliminate or control any hazards. We will also check to see if the employee needs

to use personal protective equipment (PPE) while doing the job. Employees will be trained in the revised operation and to use any required PPE. The results will be reported to the safety committee. Each job task will be analyzed at least once every two years, whenever there is a change in how the task is done or if there is a serious injury while doing the task, or whenever a job hazard hotline form is submitted.

Hazard Prevention and Control

Eliminating Workplace Hazards

National Retail Source, LLC. is committed to eliminating or controlling workplace hazards that could

cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

Basic Safety Rules

The following basic safety rules have been established to help make our company a safe and efficient place to work.

These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto company property.
- Smoking is only permitted outside the building away from any entry or ventilation intake.
- Horseplay, running and fighting are prohibited
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

Job Related Safety Rules

We have established safety rules and personal protective equipment (PPE) requirement based upon a hazard assessment for each task listed below:

Work with Forklifts and/or Pallet Jacks:

Required PPE:

- Forklift/Pallet jack certification or licensing as described by state law.

Work Rules:

- Back down all ramps when hauling.
- Keep load against carriage, tilt back.
- Approach all blind corners with caution, sound horn.

Work with Ladders:

Required PPE:

- Full body harness when working at greater than 25' and both hands must be used to do the job.

Work Rules:

- Before you use a ladder, check it for defects such as loose joints, grease on steps, or missing rubber feet.
- Do not paint a ladder! You may hide a defect.
- Do not use a ladder as a brace, workbench, or for any other purpose than climbing.
- Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.
- Always face the ladder when climbing up or down.
- If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign.
- Only one person is allowed on a ladder at a time.
- Always keep both feet on the ladder rungs except while climbing. Do not step sideways from an unsecured ladder onto another object.
- If you use a ladder to get to a roof or platform, the ladder must extend at least 3' above the landing and be secured at the top and bottom.
- Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
- Do not stand on the top step of a step ladder.
- Set a single or extension ladder with the base $\frac{1}{4}$ of the working ladder length away from the support.

Preventing Slips and Falls:

Work Rules:

Footwear:

- Wear sturdy shoes with slip-resistant soles and low heels; no leather soles, open toe, platform, or high heels.
- Shoes should be laced and tightly tied.
- Avoid porous fabrics such as canvas, which won't protect your feet from spills and burns.
- Look for a tread that channels liquid out from under the shoe to prevent hydroplaning or slipping.

Housekeeping:

- Clean up spills immediately.
- Place caution signs when mopping or when floors are wet.
- Use a clean mop with approved floor cleaners.
- Keep floor mats clean and in-place.

Awareness:

- Pay close attention to what is going on around you. Don't move too quickly and never run.
- Move cautiously near corners and when carrying things.
- Report to your supervisor any blind corners, problem floor surfaces, or hazardous areas.

Fire Extinguisher Safety:

Classes of Fire Extinguishers:

Operating Instructions:

- Pull the pin.
- Hold unit upright.
- Stand back several feet from the fire and aim the nozzle at the base of the fire.
- Squeeze the operating lever to release the extinguishing agent.
- The fire will initially flare, but keep squeezing lever.
- Sweep the nozzle from side to side aiming at the base of the fire until the fire goes out.

Chemical Dangers (General):

Work Rules:

- Read all directions before using.
- Never use bleach. Use only approved chemicals.
- Never mix chemicals.
- When in doubt, ask for help.
- Know how to use your chemicals.
- Read and know about your MSDS's.

Proper Handling of Box Cutters/Knives:

Work Rules:

- Never touch knife blades.
- Use a knife/box cutter only for its intended purpose; use the appropriate knife for the cutting job.
- When interrupted, stop cutting and place knife down on a flat and secured surface or sheath the box cutter blade.
- Let a falling knife fall. Step back, warn others. Do not try to catch the knife.
- Carry knives with the cutting edge angled slightly away from your body or with the blade secured in a cover or in the down position for box cutters.
- To hand a knife to someone else, place it down on a clean surface and let the other person pick it up.

Lifting Tasks:

Required PPE:

- Leather gloves – for sharp objects or surfaces.
- Steel toe safety shoes in production and shipping areas (to be supplied by the employee) must be in good condition and be marked “ANSI Z41 C – 75”.

Work Rules:

- Do not lift on slippery surfaces.
- Test the load before doing the lift.
- Get help if the load is too heavy or awkward to lift alone.
- Break the load down into smaller components if possible to provide a comfortable lift.
- Do not overexert!
- Make sure you have a good handhold on the load.
- Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
- Do not twist while lifting (especially with a heavy load). Turn and take a step.
- Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting if necessary.
- Avoid long forward reaches to lift over an obstruction.

- Avoid bending your back backwards to lift or place items above your shoulder. Use a step stool or platform.
 - Do not lift while in an awkward position.
 - Use a mechanical device such as a forklift, hoist, hand truck, or elevating table whenever possible to do the lift or to bring the load up between the knees and waist before you lift.
 - Back injury claims are painful for the worker and expensive for the company. Lift safely! The signatures below document that the employee received training on how to lift safely.
- Employee: _____ Date: _____

Witness: _____

Date: _____

Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. We

have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This

policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that

the employee will be motivated to make corrections. The following consequences apply to the violation of the same

rule or the same unacceptable behavior:

First Instance -- verbal warning, notation in employee file, and instruction on proper actions

Second Instance -- 1 day suspension, written reprimand, and instruction on proper actions

Third Instance -- 1 week suspension, written reprimand, and instruction on proper actions

Fourth Instance -- Termination of employment.

An employee may be subject to immediate termination when a safety violation places the employee or co-workers at

risk of permanent disability or death.

Emergency Planning

What will we do in an emergency?

In case of fire

An evacuation map for the building is posted on the company bulletin board. It shows the location of exits, fire

extinguishers, first aid kits, and where to assemble outside.

All employees will receive training on how to use of fire extinguishers as part of their initial orientation. A fire

evacuation drill will be conducted once a year during the first week of April.

_ If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.

_ If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.

_ If the fire grows or there is thick smoke, do not continue to fight the fire.

_ Tell other employees in the area to evacuate.

_ Go to the designated assembly point outside the building. (generally an area of safe distance away from the front

entrance in the parking lot.)

_ If you are a supervisor notified of a fire in your area: Tell your employees to evacuate to the designated

assembly location. Check that all employees have been evacuated from your area.

_ Verify that 911 has been called.

_ Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any

employees trying to fight the fire.

_ Tell supervisors in other areas to evacuate the building.

· Go to the designated assembly point and check that all your employees are accounted for. If an employee is

missing, do not re-enter the building! Notify the responding fire personnel that an employee is missing and may

be in the building.

In case of earthquake

The west coast of the United States is subject to earthquakes. There will be no advance warning. The shock will be

your only warning. In the event of an earthquake:

If you are inside a building:

_ Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases

or glass dividers.

_ When the shaking stops, your supervisor(s) are to check for damage and available evacuation routes then begin

an evacuation of their area to the designated assembly location.

_ Evacuation should proceed as quickly as possible since there may be aftershocks.

_ Supervisors must account for each employee in their work group as quickly as possible.

_ First aid certified employees should check for injuries and help evacuate injured employees.

Do not attempt to

move seriously injured persons unless they are in immediate danger of further injury.

_ If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows.

_ Supervisors and first aid employees must not re-enter the building once evacuation is complete.

_ Do not approach or touch downed power lines or objects touched by downed power lines.

_ Do not use the phone except for emergency use.

_ Turn on a radio and listen for public safety instructions.

If you are outside: Stand away from buildings, trees, telephone and electric lines.

If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

If an injury occurs

_ A first aid kit is kept in the employee break room. Also, each company vehicle is equipped with a first aid kit

located in the glove box or under the driver's seat. These kits are checked monthly by members of the safety

committee. An inventory of each kit is taped to the inside cover of the box. If you are injured, promptly report it

to any supervisor.

_ In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance

to the level of your training. Call for help. If there is no response, call 911.

Aids/HIV and Hepatitis B are the primary infectious diseases of concern in blood. All blood should be assumed

to be infectious. These diseases can both be deadly. Employees are not required to perform first aid as part of

their job duties. In the event of a bleeding injury where first aid is needed, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits. If you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated, including medical evaluation, counseling, Hepatitis B vaccine and blood testing of the source person if possible. For further information, refer to WAC 296-62-08001(6).

[Safety and Health Training and Education](#)

Safety Training

Training is an essential part of our plan to provide a safe work place at National Retail Source, LLC. To

ensure that all employees are trained before they start a task, we have safety protocol information guides available on the safety bulletin board.

Below are the available safety protocol information guide topics:

Basic Safety

Safe use of Box Cutters/Knives

Safe Lifting

Chemical Hazards (General)

Fire Extinguisher safety

Forklift Training

Lockout Training (Awareness)

Slips and Falls

Work with Ladders