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**I PURPOSE**

The purpose of this procedure is to provide for a system and instructions, and to assign responsibilities for ensuring compliance with all applicable environmental and safety regulations.

**II APPLICATION**

This procedure applies to all materials, products, and processes. Application is not limited to production materials and processes, but includes all activities that may have environmental or safety impact — for example, equipment supplies and maintenance, handling and transportation systems, ventilation, work environment, etc.

This procedure directly concerns Production and Quality Assurance departments, and is indirectly relevant to all departments in the company.

**III PROCEDURE**

**1. Safety**

- 1.1 The Production Manager is appointed to be the company’s representative responsible for providing a safe work environment and ensuring compliance with governmental safety regulations. The Production Manager determines which governmental regulations apply, defines the internal compliance requirements, and implements appropriate systems to ensure compliance. The Production Manager is also responsible for dealing with regulatory agencies, for receiving government inspectors and auditors, and for securing appropriate certificates and letters of compliance.
- 1.2 The Production Manager, assisted by the Production Engineer, verifies that all production, handling, and transportation equipment and machines comply with applicable safety regulations. When there is a noncompliance, a corrective action is

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- initiated and implemented. Whenever possible, new equipment and machines are purchased with safety compliance certification.
- 1.3 Where required, personnel is provided with personal safety and protective equipment, such as safety glasses, hard hats, gloves, ear plugs, etc. Certain types of safety equipment must be used in designated areas. There are posted warning signs instructing where safety equipment must be used. Production is responsible for issuing safety equipment and enforcing internal safety regulations.
  - 1.4 Signs and notices with safety instructions are posted in relevant locations throughout the production areas. There are also posters encouraging and reinforcing good safety practices.
  - 1.5 There are several first aid stations in the production areas for treating minor injuries, including those resulting from contact with acids and other hazardous chemicals. The stations are checked regularly and are maintained by the Production department.
  - 1.6 Training is an important element in the company's safety compliance program. All production personnel are trained in work techniques that minimize injuries and in first aid. In addition, selected personnel are trained in safe operation of special production, handling and transportation equipment. Safety training is periodically repeated and reinforced. All safety training is provided and recorded per Procedure AOP-18-01 Training.
- ## 2. Environmental Compliance
- 2.1 The Materials Control Manager is appointed to be the company's representative responsible for ensuring compliance with environmental regulations. The Materials Control Manager determines which governmental regulations apply, defines the internal compliance requirements, and implements appropriate systems to ensure compliance. Materials Control Manager is also responsible for dealing with regulatory agencies, for receiving inspectors and auditors, and for securing appropriate certificates and letters of compliance.
  - 2.2 Materials Control maintains a list of hazardous materials and substances used in the company. Materials Control ensures that governmental regulations with regard to labeling, safe handling, storage, first aid, elimination, and disposal of hazardous materials are known and are observed. Hazardous materials are purchased with compliance warrants and/or certificates (refer to Procedure OOP-06-02 Purchasing).
  - 2.3 Materials Control Manager, assisted by Production Manager and Production Engineer, verify that all processes used in the company comply with applicable environmental regulations. Special attention is paid to those processes involving hazardous chemicals and/or emitting hazardous gases or vapors. Processes for cleaning and maintenance of equipment and machines are also considered.
  - 2.4 When hazardous substances are disposed of on regular basis, Materials Control
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maintains a disposal log. The information in the log includes, as applicable: disposal date, identification of the disposed substance, concentration of the hazardous element, quantity disposed, and means of disposal (contractor, facility, site, etc.).

#### IV ASSOCIATED DOCUMENTS

- Storage Areas — Oper. Proc. OOP-15-02
- Product Handling and Preservation — Oper. Proc. OOP-15-01