

<i>HEALTH AND SAFETY MANUAL</i>		
Title: Updating & Disseminating HSE Standards		
Approved by: Greg Savoy		Rev. 1/1/08

1 Purpose/Scope:

To assure all Company employees are informed of safety policy updates in a timely manner.

2 Definitions/Responsibilities:

2.1 Responsibilities:

2.1.1 Safety Department:

- Safety Department shall (via weekly managers' meetings.) disseminate information concerning safety policy updates.

2.1.2 Supervisors:

- Supervisors shall verify that employees under their supervision receive safety policy updates.

2.1.3 Employees:

- Each employee shall follow updated safety policies.

3 Requirements:

3.1 General:

- 3.1.1 As safety policies are reviewed and updated the workforce shall be made aware of such information in a timely manner.

4 REFERENCES:

None.

5 Exhibits:

None.