


<i>HEALTH AND SAFETY MANUAL</i>		
Title: Identifying New Industry Regulations, Standards, and Best Practices		
Approved by: Greg Savoy		Rev. 1/1/08

1 Purpose/Scope:

To assure the safety department is current on all new industry regulations, standards, and best practices.

2 Definitions/Responsibilities:

2.1 Responsibilities:

2.1.1 Safety Department:

- shall keep abreast of current safety regulations, standards and best practices via J.J. Keller, leading safety magazines (i.e. EHS Today, Safety+Health, etc.), the OSHA website, and industry group meetings to name a few resources.
- shall (via weekly managers' meetings hosted by VP of Operations) disseminate information concerning safety policy, standards and best practices updates.

2.1.2 Supervisors:

- Supervisors shall verify that employees under their supervision receive these updates and best practices.

2.1.3 Employees:

- Each employee shall follow updated 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.