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## **SAFETY AND HEALTH POLICY**

Cascade Wood Products, Inc. believes in the importance of employees' rights to a safe and healthy workplace. This policy applies not only to our employees but also to visitors, guests and contractors.

Workplace injuries and illness are a liability for everyone. Victims experience pain, suffering and incapacitation. The company suffers the loss of an injured employee's experience and productivity. Because the consequences of injuries and illnesses are so great, we are committed to preventing them.

We select our workers very carefully. We provide an orientation and training program for new and transferred employees to insure that employees can work according to a set of minimum performance expectations. Shift supervisors assess work performance on an ongoing basis and respond to deficiencies by retraining, coaching, or imposing corrective action when necessary. Shift supervisors also enforce our list of basic safety rules, which are administered with the assistance of the safety committee. We provide a general safety orientation for contractors and for visitors to the facility.

We use a number of methods to identify and correct hazards, including safety inspections, accident investigations, a hazard reporting system and safety work orders. While we prefer that employees report hazards directly to their supervisor, all employees are also encouraged to use the safety committee to report hazards, submit safety suggestions or help resolve any safety and health issues where an employee may feel uncomfortable informing a member of management. We use several methods to keep all employees abreast of safety activities. All of our workers, managers, supervisors and owners, as well as contractors and visitors, must act in a professional and safe manner. All persons must comply with the policies and principles outlined in the safety and health plan. Failure to adhere to principles and practices described in the safety plan and safety program will be strongly enforced.

Gary Moore  
President

## I. PLANT SAFETY POLICY

### A. POLICY

It is the policy of the management of Cascade Wood Products, Inc., to provide all employees with a safe and healthful work environment, as free as possible of recognized hazards to safety and health. It is our intent to eliminate accidents in the workplace in order to alleviate employee suffering, lost employee wages, lost production and to reduce costs.

This policy includes the responsibility to supply adequate tools, equipment, training and controls to insure an effective safety program. Each individual must accept personal responsibility to work in the safest possible manner thereby minimizing the likelihood of injury to the individual or other employees.

### B. COVERAGE

This policy applies to all employees and all other persons who perform work within Cascade Wood Products, Inc.

Gary Moore  
President

## II. GENERAL PLANT SAFETY RULES

In order to avoid any misunderstanding concerning Cascade Wood Products, Inc. position on safety, the following general plant safety rules have been established.

These rules and regulations are not all inclusive of the safety conduct expected by each of us but are good guidelines. The Company may amend, add, or suspend at any time rules as required and individual departments may establish safety rules which are unique to their operation.

**Any employee who violates a safety rule shall be subject to disciplinary action up to and including discharge, depending on the seriousness of the offense in the judgement of management.**

1. Drinking intoxicating beverages or possessing intoxicating beverages on company property or reporting to work in an unfit condition is not allowed.
2. Bringing narcotics and/or drugs on company property, or work place, or consuming them on company property/workplace or reporting for duty under the influence is not allowed unless their use is prescribed by a medical doctor and prior notice has been given to management.
3. Falsely stating or making claims of injury is so serious that it is a violation of both the general plant safety rules and plant rules and regulations.
4. Each employee shall be attentive and alert, thereby exercising responsibility for his own safety as well as exercising care in avoiding injury to his fellow workmen and others.
5. An injured worker who has received an off work note from a treating doctor is required (If physically able) to hand-carry the doctor's note to the worker's supervisor and human resource staff the day the work note is received.
6. Smoking in any form is completely prohibited in and around all production facilities, storage facilities, break rooms, offices, miscellaneous buildings, company and personal vehicles, and anywhere on the grounds in the mill area. All smoking materials must be thoroughly extinguished and be properly disposed of in appropriate receptacles before entering through the gates into the production area.
7. Employees entering all production, maintenance, assembly and storage areas with long hair or beards, regardless of sex, must wear confining garments (hair net, cap, hair clip, etc.) or keep the hair or beard trimmed so it does not extend beyond top of shoulder or in any way become a safety hazard.
8. Work clothing does not include loose fitting or bulky clothes, or restrictive or dangling jewelry, bare midriffs including tank tops that have large arm holes, shorts, etc. is

prohibited. Shirts are required.

9. Tennis shoes and other closed-toe shoes are permitted. However, work boots or shoes with protective safeguards are highly recommended.
10. There will be no form of horseplay, throwing of objects, shooting staples, fighting or playing practical jokes on other employees. Running inside plant facilities except in case of an emergency, is prohibited.
11. There will be no throwing of food or papers in the lunch rooms or parking lots. All garbage will be placed in waste receptacles. Not left on tables or floor.
12. No equipment will be operated until safety guards are properly working and installed.
13. Removal of lockout tags and locks on any machinery is prohibited unless there is authorization given to remove them.
14. There will be no adjusting, modifying or removing of safety devices and/or guards from tools or equipment unless authorization is given.
15. All directional signs will be observed.
16. Drivers of forklifts will honk horns in congested areas, narrow aisles, and rounding corners. Speed will be based on congestion. Drivers are required to make daily inspections of their machines. Defects will be reported immediately to the foreman or shop mechanic. Inspection reports are to be turned in weekly to the shop mechanic. All fuel driven equipment shall be shut down and attended to during refueling.
17. Poor housekeeping will not be allowed. Each employee shall keep their work area clean and organized. Aisles, walkways and working areas are to be clear of slipping and tripping hazards.
18. Know the location of fire extinguishers and how to use them. After use of an extinguisher, or with the seal broken, report such use immediately to your supervisor, so a replacement may be obtained or the extinguisher recharged.
19. Fire hoses are to be used for fire only.
20. Oxygen and acetylene tanks must be properly secured and stored. Valves must be turned off when not being used.
21. Welding rods are to be removed from the holder when not being used.
22. Drivers will park cars, motorcycles, etc. in designated areas, obey the posted plant speed

limit (10 MPH), and obey traffic regulations.

23. A worker shall never place himself between mobile equipment and a stationary object. An operator shall not allow an employee to be between mobile equipment and stationary objects. An employee will not walk or stand under a suspended load.
24. Overloading forklifts, trailers, lifting devices and any machinery or equipment beyond its capacity is prohibited.
25. When activating equipment or machinery, employees shall be sure no one is in a position to be injured, and that all safety guards are in proper position.
26. An employee shall always use warning devices as required and shall never ride on any plant vehicle unless it is properly equipped for riding, and authorization has been given by supervision.
27. All injuries, accidents, property damage, unsafe acts, hazards, and unsafe conditions must be reported immediately to your supervisor. This includes “near-miss” incidents unless physical unable to do so, an injured employee must complete an accident report form.
28. All above ground work platforms will be equipped with standard guardrails or equivalent means (i.e. cages) and firmly secured to the lifting carriage.
29. Access to fire extinguishers, fire alarms, safety aisles, and exit doors, must be kept clear of obstacles. Employees should know the location of fire and safety exits and evacuation procedures.
30. Designated personal protective equipment (i.e. safety glasses, hearing protection) is to be properly worn in all production, maintenance, assembly and storage areas from beginning of shift (bell) to end of shift (bell). In addition, situations requiring additional protective equipment (gloves, leather aprons, respirators, face shields, or masks) must be worn. If the employee chooses to take a break in a production area where machinery is running, the employee must continue wearing the appropriate PPE until such time that the machinery is no longer running or the employee is out of the facility and away from any area requiring PPE protection.
31. Engaging in any conduct which tends to create a safety hazard is prohibited.
32. All material shall be stored or racked in a safe manner. (Examples: proper sized pallets and/or units in good repair placed safely).
33. An employee shall never operate, repair, or adjust any machine or equipment unless they have been properly instructed and authorized to do so.

34. All tools and equipment, whether Company property or personally owned, must be maintained in a safe condition. Unsafe tools or equipment must be repaired or replaced immediately. Inspect all equipment and tools prior to using them for the first time that shift, using written checklist where appropriate. This includes forklifts and other mobile equipment.
35. Machine operators must keep hands safely away from moving equipment.
36. An employee should use safe work habits as the job is performed. If unsure of a safe way, supervision should be asked before beginning operations.
37. Follow proper lifting techniques at all times.
38. Use air hoses only for the use intended. Do not blow air at yourself or anyone else.
39. No spitting on the floors, into corners, drinking fountains, sinks or out-of-the-way places, this is unlawful, unhealthy, unsanitary and dangerous.
40. No radios and/or cell phones in plant production facilities.

I certify that I have read the above responsibilities and understand that if I violate these responsibilities, I will be subject to disciplinary action.

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Employee's Signature

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Date

### III. SAFETY REPORTING REQUIREMENTS

#### A. PURPOSE

To establish procedures for handling cases of employee occupational and occupational accident or illness. To provide guidelines for communicating near miss incidents, thus reducing the potential of similar occurrences.

#### B. OCCUPATIONAL ACCIDENT AND SICKNESS PROCEDURE

1. All work-related injuries, accidents, property damage, unsafe acts, hazards and unsafe conditions must be reported immediately to your supervisor. This includes “near miss” incidents. Unless physically unable to do so, an injured employee who fails to report said injury or illness may be subject to disciplinary action.
2. A written report of all injuries shall be completed by the employee’s immediate supervisor or the supervisor most knowledgeable of the accident (see attachment A.) Injury reports are to be received by the Human Resource Manager at the end of current shift.
3. When an injury is extremely serious and/or life threatening, an ambulance will be called from Jackson County Fire District #3, 911 for transportation to the Emergency Room at Providence Hospital. When an ambulance is called, the supervisor should instruct an available employee, to meet at the front gate so the employee can direct the emergency vehicle to the proper location.
4. Regular Day-shift injuries: All day-shift employees who are injured on the job and require medical treatment are to first report the injury to their supervisor.  
If the injury requires outside medical attention, the injured employee shall be driven to the Clinic by the supervisor, another employee or (as a last option) the human resource staff. The clinic shall be given prior notice by the human resource staff that the employee is being sent in for medical attention.
5. The only exception to having employees go to the clinic or Emergency Room is when an employee insists on being treated by another facility. The Human Resource staff must be contacted by the injured worker prior to going to another facility.
6. An injured worker who has received an off work note from a treating doctor must, if physically able, hand carry the doctor’s note to the

workers' supervisor and human resource staff, the day the work note is received.

7. In most cases, transitional labor will be available so that the injured employee may continue to work even though medical restrictions preclude the employee from normal work duties. Pay for temporary light-duty work will be at the base rate the employee would have been earning had the employee not been injured. The human resource staff will coordinate this transitional labor return-to-work program with employees, supervisors, and doctors.
8. Employees who are given medical restrictions and are placed in jobs under the transitional labor return-to-work program, require written authorization from a physician to work outside their medical restrictions.
9. An employee who has been excused from work as a result of an injury or illness (at any time) will be required to initiate (via a personal visit or telephone call), a biweekly status report with the human resource staff.
10. An employee who has been excused from work as a result of an injury or illness will be permitted to return to full duty in the classification he/she was performing prior to the accident or illness providing: work is available, the employee has the skills and abilities needed to fill the available position, and the employee has more experience with the Company than other employees available and qualified to fill the position.
11. If the employee continues working, and additional medical attention is required, the employee and doctor shall be advised by human resource staff or their supervisor to schedule, if possible, the appointments outside the employee's working hours.
12. Prior to returning to work, the employee must contact the Human Resource staff before returning to work with a light duty or full-duty work release.

Corporate Human Resource office 541-826-2911 – ext. 256

Providence Center for Occupational Medicine  
1390 Biddle Road, Medford, OR  
541-732-5554

Asante Occupational Health  
781 Black Oak, Medford, OR  
541 - 608-4236

## C. NEAR MISS INCIDENT COMMUNICATION

### 1). DEFINITION

A near miss is any incident which has the potential to cause injury **OR** property loss, but does not. Further corrective action is necessary to prevent a similar incident.

### 2). PROCEDURE

1. Supervision is responsible for investigation and reporting the incident.
2. The report may be hand written and should include the following :
  - a. Date, time and place
  - b. Complete description
  - c. Corrective action taken
  - d. Reviewed with remaining department personnel
  - e. Signature of supervision
  - f. Review and acknowledgement of Department Manager
3. Upon completion the report should be sent to Human Resource. It then becomes the duty of the Human Resource/Safety department to review the report and circulate it to the appropriate supervisory personnel and committees.

## IV. ACCIDENT INVESTIGATIONS

### A. POLICY

All industrial injuries must be promptly investigated by the foreman or supervisor to whom the injured employee directly reports. Serious injuries are to be investigated by Management within 24 hours of the incident. Serious injuries are defined as lost time injuries (lost work days), serious medical (light duty beyond 3 days)

### B. ADMINISTRATION

#### 1. Foreman/Supervisor Responsibility

- a. It is the responsibility of the foreman or supervisor to complete a Report of Occupational Injury or Illness Form (see attachments A1,A2, B1, and B2) whenever an employee under their supervision is injured while at work.
- b. All injuries must be investigated using this form
- c. All items must be completed in the investigation, including the item which asks for a detailed description of corrective action to eliminate the chance of a future like injury.
- d. Corrective actions should be based on the causes of the accident.
- e. The foreman or supervisor must be sure that this form is submitted to Human Resource by the end of current shift.

#### 2. Safety Department Investigations

- a. Whenever a serious injury occurs, a management team member will be notified, so that a detailed investigation may be conducted.
- b. Statements will be taken when necessary.
- c. Based on eyewitness accounts, injury site review, accident reconstruction and statements, an investigation report will submitted to the Human Resource Manager.
- d. The investigation will provide a statement of facts, outline of causes and recommendations for corrective actions to reduce the chance of a recurrence. These reports will be reviewed by Management.
- e. In cases where negligence is indicated, disciplinary action will be recommended.

3. Accident Investigation

In the event of an injury which results in a fatality, hospital confinement or loss of limb, a full investigation must be conducted by Management. Notification of next of kin is necessary when the injury results in hospital confinement, lack of limb motion or control, or in the event of a fatality.

- a. All of these injuries must be investigated immediately. The scene of the accident is not to be touched until the release of evidence is given by Human Resource. All witnesses and supervisors must remain at the scene, or be readily available for questioning.
- b. If necessary, signed statements will be taken from all witnesses and persons directly involved in the incident.
- c. A complete report will be submitted as outlined in the Accident Investigation Policy.
- d. Proper municipal, state and federal authorities will be notified of the incident, if necessary.

4. Notification of Next of Kin

- a. In cases which require hospital confinement or lack of limb motion or control, the Supervisor or Human Resource will notify next of kin.
- b. In case of a fatality, management will personally notify next of kin.

## V. SAFETY COMMITTEES

### A. POLICY

A safety committee and/or meetings have been established by the Company. The intent of the Company is to work with this committee and in these meetings to correct unsafe conditions and eliminate unsafe acts before they lead to an injury. Committee and individual employee suggestions will be reviewed and implemented if they are deemed to be effective solutions to the problems, and within the Company's financial constraints.

### B. PLANT SAFETY COMMITTEE

1. The Plant Safety Committee will consist of hourly representatives from the following departments:  
**Cutshop, Finger Joint, Moulding, Crossworks, Loading, Primer, Patch, Shop, Sash, Turncraft, TCA/PVC.**
2. This committee will meet once per month to review past and present safety recommendations from the department representatives. Each department will have a Safety Committee person who will encourage employees to report safety violations and unsafe conditions which will be written down and reported on at the meeting. These reports will also be posted on the bulletin board in the lunch room.
3. Problems discussed will be resolved prior to the next scheduled meeting, unless there is an unreasonable request or the alleged hazard is deemed not to be a hazard by the Safety Committee. Minutes will be kept of these meetings.

## VI. SAFETY RESPONSIBILITIES

### A. SUPERVISORS SAFETY RESPONSIBILITIES

#### 1. GENERAL

- a. To obtain the maximum results from any loss prevention program, it is essential that each supervisor at Cascade Wood Products, Inc. recognize fully that he/she is basically responsible for safe working conditions and practices in his/her area of responsibility.
- b. Best methods are invariably safe methods. The use of best methods by employees requires positive action on the part of each supervisor and acceptance by employee of the responsibilities listed below.

#### 2. RESPONSIBILITIES

- a. Know, and actively enforce, all company policies, rules and procedures pertaining to safety.
- b. Make certain newly hired or transferred employee is fully informed about all hazards to which he/she may be exposed, and show him/her the safe way to do the job. Make frequent checks for unsafe practices.
- c. Re-train employees who may not be following safe work practices.
- d. Detect and eliminate, or report for attention, all physical hazards
- e. Insist on the proper use and maintenance of machines, tools, equipment and physical facilities.
- f. Insist on each employee wearing the protective clothing and equipment required for his particular job.
- g. Insist upon good housekeeping at all times and make frequent inspections.
- h. Every accident must be reported and investigated thoroughly and promptly.
- i. Insist upon appropriate medical care for all injuries. Follow up to make certain the employee actually received treatment. Make sure all injured employees have completed all the necessary paper work, (i.e. accident report, 801, etc.)

**B. EMPLOYEE SAFETY RESPONSIBILITIES**

1. Each Cascade Wood Products. Inc. employee is expected to understand and follow all safety rules, standards, practices and policies (see II, General Plant Safety Rules) which apply to their job.
2. As such, each employee is responsible for following safe procedures as outlined by supervision and observing all safety rules and regulations. Employees must maintain their work areas in a safe condition observing all rules pertaining to good housekeeping and maintenance of tools and equipment. Finally, each employee must continually be aware of his/her surrounding and be alert to prevent injury to themselves or others.

**C. BLOODBORNE PATHOGENS**

1. Proper precautions, in accordance with Bloodborne Pathogens exposure control plan, will be used to clean up the scene of the accident. This plan is found in CWP Supervisory Safety Manual.

## VII. PLANT SAFETY INSPECTIONS

### A. POLICY

An ongoing program of plant inspections and audits has been established by the Company. The intent of this program is to reduce or eliminate hazards related to the general work environment. All unsafe conditions must be rectified without delay by the department in which they exist.

### B. ADMINISTRATION

#### 1. **Safety Department Audits**

Regular building inspections are to be conducted by the Safety Department. Serious items will be brought to the attention of the Supervisor for immediate correction. Other items will be discussed in the appropriate safety meetings. Repeat violations and continued poor housekeeping in a given area will be reported to the Plant owner, if necessary.

#### 2. **Safety Committee Inspections**

Informal inspections are to be conducted by the safety committee member prior to the scheduled monthly meeting. An inspection form will be completed, indicating problems discovered. Problems noted are to be discussed in the upcoming meeting.

## ACCIDENT REPORT CHECKLIST

### Work Station

Location where the accident occurred. The actual physical location. This can be anywhere in your operation or on a remote job site. This may be different from the job title location if the employee has been temporarily reassigned.

### Incident Information

**What exactly happened?** Give as many details as possible. Use additional paper or write on the back of the supervisor's accident report if necessary. If you use the back of the report or have additional pages, please note you have done so on the front of the report.

**What was the employee doing just prior to the accident?** (E.g., "Employee had just carried three 2"x 4"x 10' pieces of lumber from the lumber storage area to the packaging area and returned to the storage area for more lumber.")

**What were the work area conditions?** (E.g. The floor near the storage area doorway was wet because of a leak in the roof. It had rained earlier in the day.")

**What did the employee do next?** (E.g. Employee picked up three more 2"x 4" x 10' pieces of lumber.")

**How did the employee get injured?** Describe the employee's body movements at the time of the injury or accident. (E.g., Employee was bent at the waist and legs fairly straight. Employee's head was about waist level. The employee gathered three 2' x 4" x 10' pieces of lumber in both hands with arms extended. Employee began to straighten up and turn to the right at the same time. As the employee turned, the right foot slipped straight out on the wet cement.")

Note: Please make body motions as specific as possible as to body movements at the point of injury. (E.g., "the employee's right foot slipped forward. The left foot remained anchored. Employee fell backwards.")

**What was the end result?** (E.g. "The employee landed on right hip and right elbow. The back of the employee's head hit the concrete. The lumber flew into the air and one or more pieces came down on the employee's face and throat.")

## **Injury Information**

Pinpoint as closely as possible each injured body part noted by the employee, witnesses or your own observations. (E.g., “Right elbow, head, etc.”) If you are filling out the supervisor’s accident report, place code symbols in the appropriate description boxes.

## **Activity information**

Accurately describe the employee’s body mechanics at the time of injury. (E.g., “Lifting, twisting, carrying, bending, walking, etc. “) If you are filling out the supervisor’s accident report, check the appropriate description boxes.

Handling what? Generally, these items associated with lifting, carrying, pushing, and pulling. They can be items which the employee handles on a repetitive basis which may have contributed to the injury.

What is the item? (E.g., “Three pieces of lumber.”)

Dimensions? (E.g. “2" x 4" x 10’.”)

Weight? (E.g., “About 20 pounds.”)

## **Hazard Information**

Unsafe: If your investigation, training and/or knowledge indicate that an unsafe behavior or condition contributed to this accident, describe the behavior or condition. (E.g., “Unsafe body positioning.”) If you are filling out the supervisor’s accident report, please check a box if appropriate.

Lack of: Did the lack of a behavior or condition contribute to the accident? (E.g. “Lack of training and attention to task.”) If you are filling out the supervisor’s accident report, please check a box if appropriate.

Failure to: Did failure to follow a procedure or to use a protective device contribute to the accident? (E.g. “Failure to follow rules.”) If you are filling out the supervisor’s accident report, please check a box if appropriate.

Corrective action: Note or recommend corrective actions taken, or to be taken, to help prevent a future occurrence. If you are filling out the supervisor’s accident report and none of the factors listed seem appropriate, write in “Other” and explain in the “Corrective action” section.