1.0 Policy

Sunbelt Controls safety policies and procedures shall be consistently developed, organized and distributed.

2.0 Purpose

To set forth the procedures through which the Safety Policy & Procedures Manual and local addendums will be distributed and maintained.

3.0 Scope

Applies to all Sunbelt Controls work sites.

4.0 Definitions

None

5.0 Requirements

5.1 Distribution of Safety and Health Policy and Procedures Manual

Distribution of the manual will be made by electronic means (company intranet) wherever possible. The current version of the manual shall be maintained on the company intranet at all times.

Notice of manual changes will be provided to all employees by the Safety Department.

All Sunbelt Controls employees shall be permitted to access the copy of the manual upon their specific request.

Work site supervisors may be provided with other written safety program materials in lieu of the manual–for example; supervisory version(s), handbooks and so forth however, such materials must be approved by the Safety Department and must embody the policies and procedures set forth in the manual.

5.2 Revision of Safety and Health Policy and Procedures Manual

The Sunbelt Controls Safety Advisory Committee shall review the manual–at minimum–annually and shall propose revisions. The Sunbelt Controls Safety Department shall review and approve appropriate revisions.

The Council may, at any time, propose revisions to the manual in response to changes in or exposure to workplace hazards, changes in applicable laws, new insights that increase employee and public safety, or to correct errors or omissions.

Distribution of manual revisions will be made via company intranet.

5.3 Retention

A copy of each edition of the manual will be placed on a non-rewritable CD-ROM and given to the General Counsel for storage. These manual copies shall be retained indefinitely.

5.4 Dissemination Beyond Sunbelt Controls

The company recognizes that, from time to time, it may need to share the manual with outside parties, such as customers and labor unions. In such cases, dissemination of the manual or any excerpts shall occur only upon approval of the Safety Manager or President.

5.5 Addenda to Safety Policy and Procedures Manual

Addenda may be required to address local and state regulatory matters and regional business operational safety and health requirements. In addition, regions may include additional topical sections not covered by this manual.

The Safety Department shall review, approve, and retain all recommended addenda (and future changes to addenda) prior to implementation.

Safety Manager is responsible for the development and distribution of all necessary addenda (and future changes to such addenda). They are also responsible for obtaining any necessary approvals prior to implementation.

All addenda shall be prepared in the following Addenda template format and placed behind the original material in all manual copies:

- Word (Microsoft) format
- Portrait (page) layout
- Margins at 1" on top, bottom, left and right
- Font for Main Categories of 'Times New Roman' and size 12, headings are 'bolded'
- Font for Sub-Categories of 'Times New Roman' and size 11 headings are 'bolded'
- Left and right justified
- For forms, center the 'Sunbelt Controls logo, margins can be of other sizes, layouts can be in a 'portrait' or 'landscape' layout, and can be in an Excel (Microsoft) format
- Addendum templates will be made available via the company intranet. Only in the case of adding/adjusting the Policy, Purpose or Scope would notations be necessary for inclusion in such Addenda. Such addenda require the approval of the President and Safety Manager for approval and retention.
- New manual sections shall be placed behind the 'Reserved' tab and require the same approval process as with Addenda (as noted above)

6.0 References

CAL/OSHA Guide to Developing Your Workplace Injury and Illness Prevention Program