



Human Resource Policy Manual

Subject: Safety Policy

HR Policy: 460

Effective Date: 05/01/05

Revision: 0

Revision Date:

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Board of Directors Approval: 03/12/05

MSHS Policy Council Approval: 04/02/05

This Policy has been drafted as a guideline for our employees. Final interpretation of the items discussed will be governed by the applicable procedure statements and the Human Resources Department. It shall not be construed to form a contract between our employees and the operating units of Texas Migrant Council, Inc. Texas Migrant Council, Inc. reserves the right to alter, rescind, or change any part or section of this Policy unilaterally and without prior notice.

1.0 PURPOSE

This policy provides the guidelines to provide a safe working environment to Texas Migrant Council, Inc.'s employees and outlines the structure of the Safety Team, which coordinates Texas Migrant Council, Inc.'s safety programs.

2.0 SCOPE

This policy defines Texas Migrant Council, Inc. safety program for all positions at all locations.

3.0 PHILOSOPHY

3.1 Texas Migrant Council, Inc. provides a safe and healthful working environment for each and every employee and it is the intent this concept be maintained and improved for the benefit of all employees.

3.2 Safety on the job requires active participation by employees as well as management in all safety related issues.

3.3 Each employee has a responsibility to perform job duties in a safe manner and to report any hazardous condition(s) to management and/or the Safety Team Representative.

4.0 ACCIDENT REPORTING

4.1 The Occupational Safety Health Administration (OSHA) requires that all accidents must be reported.

4.2 In case of accident, the following steps should be taken:

4.2.1 Non-serious in nature - First aid supplies for minor cuts, scratches, etc. are available in the first aid room located in the plant.



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4.2.2 Accidents requiring professional medical attention - Employees who do not require the use of an ambulance can transport themselves to Medical Center. Please notify your supervisor immediately.

4.2.3 Serious Injury - Immediately dial nine one one (911). Provide specific information and location as to the entrance paramedics are to use.

5.0 CHEMICAL SAFETY

5.1 The nature of our business involves the use and storage of small quantities of various chemical substances, oils, and cleaning solvents.

5.2 The company maintains a file of Material Safety Data Sheets that provide information on safety precaution, spill control and protective equipment.