

## **Identification of Hazards in the Workplace**

Millard utilizes a number of methods for identifying hazards in the workplace. Among the methods used are the following:

- 1) Periodic Safety Inspections  
Periodic inspections are performed in your plant. These inspections are intended to identify safety hazards associated with the plant. Any hazards that affect your job will be communicated to you in a timely manner.
- 2) Job Safety Analysis (JSA)  
A JSA has been performed for your job. The JSA is intended to identify certain hazards related to your particular job tasks and for the plant in general. The hazards of your job will be communicated to you in the orientation program and in on-going safety meetings. Please refer to the JSA forms to review job hazards and recommended procedures.

- 3) Accident Investigation  
If you are involved in a job-related accident, you are required to complete a personal injury report within 24 hours of the injury. The report enables the Company to determine how the accident occurred and whether a hazard exists. If you are not asked to complete a report, be sure to contact your Plant Manager.

The report requires your Supervisor and the Plant Manager to investigate the injury for hazards and/or unsafe work practices. The findings of the report are presented at your plant's safety meetings.

- 4) Employee Reporting Responsibilities  
You are responsible for reporting any hazard or unsafe work practice to your Supervisor or Plant Manager. The Plant Manager is responsible for investigating hazards reported by employees and implementing measures to control or eliminate the hazard.

If you feel that the problem is severe and that insufficient or no action is being taken at the plant, you can call the Safety Manager at Corporate at (402) 896-6600.