

HENDERSON-NINA WATER SYSTEM
SAFETY POLICY

Safety must be a basic element of every job performed. The practice of working safe is a basic responsibility of each employee. The prevention of injury to ourselves and to our co-worker is of utmost importance. A job will be performed only when we can do it safely. Knowing and abiding by the safety requirements is a primary responsibility to each employee.

Any unsafe condition, injury or safety incident shall be reported to the System Manager immediately. The System Manager will be responsible for informing the Board of Directors of any unsafe conditions, injuries or safety incidents in a timely manner, which will be dependant upon the severity of the problem.

The Board of Directors will be responsible for insuring that all safety and environmental concerns receive the proper corrective action.

Any operational/equipment problems that endanger the safety of people shall be addressed immediately up to and including shutting down equipment. Primary responsibility lies with the System Manager.

The following policy is established to set minimum standard safety requirements of personnel working for the Henderson-Nina Water System. These requirements shall apply to all personnel including employees, contract maintenance, construction and visitors.

Proper attire must be worn. This includes a shirt, long pants, and sturdy footwear made from leather, vinyl or rubber. No open toe shoes will be allowed.

No unauthorized personnel will be allowed within the Water System Production Area. ONLY the Board of Directors or the System Manager can grant authorization.

All personal protective equipment (PPE) must be sufficient for the task being performed. As a minimum, the following PPE is required whenever personnel are performing work within the Henderson-Nina Water System Production Area.

- *Approved safety glasses
- *Appropriate work gloves for maintenance work
- *Appropriate gloves for handling chemicals and samples
- *Appropriate footwear and proper attire

Personal protective equipment shall be inspected regularly by the individuals to ensure that it is in good condition. Damaged or defective PPE shall be disposed of immediately. The individual and System Manager shall be responsible for policy compliance.

Sign & date below once the above policy is read and understood.

Sign _____

Date _____