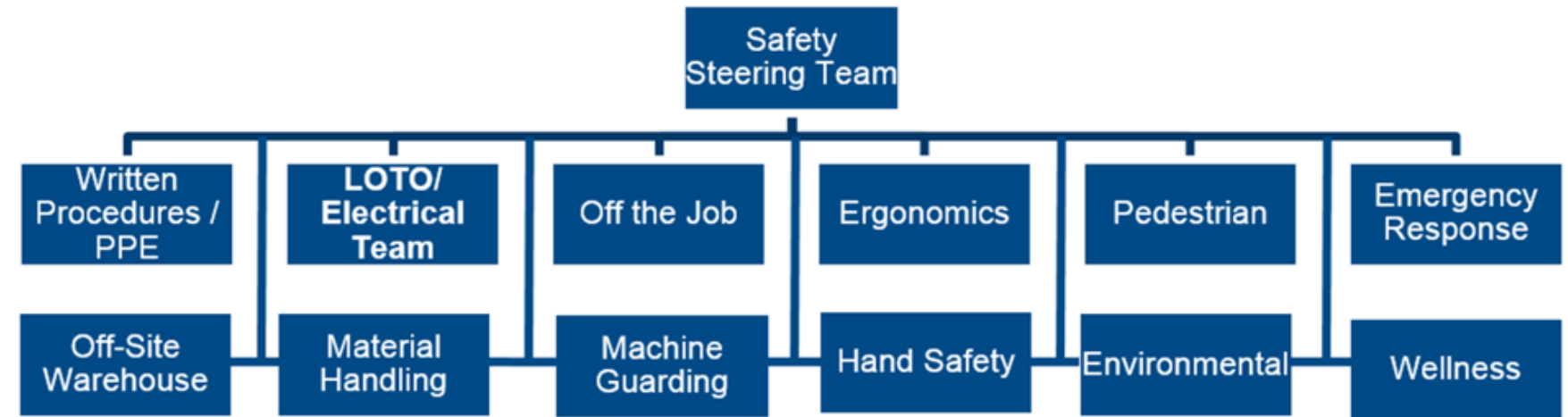




NICHOLASVILLE FOLDING SAFETY TEAM STRUCTURE



SAFETY TEAM STRUCTURE



Safety Sub-Team Leader Responsibilities

- All Sub-Team leaders are members of the Safety Steering Team
- The Sub-Team Leader position is in addition to current role in the plant.
- The position includes Leading Team Meetings, Guiding Hazard Risk Assessments ,Organizing Safety Awareness Projects
- All employees are on at least one Safety Sub-Team
- New Hires pick their Safety Sub-Team on day #1



NEW HIRE SAFETY COMMUNICATION

What is the Focus of the Safety Sub-Teams?

Material Handling

The Material Handling team will work to ensure all material Handling Equipment in the plant is used and operating in a safe manner. Examples: Forklifts, Walking Pallet Jacks, Cranes, Hoists. They will also look for new ways to move or materials in the plant.

Environmental

The Environmental Team will ensure we are following all local, state and federal rules and regulations in regards to the environmental aspects of the plant. They will deal with the recycling of materials we generate and the removal of all non-hazardous and hazardous waste streams.

Hand Safety / PPE

The Hand Safety team will work to ensure all job tasks in the plant where we use our hands are performed in the safest way possible. They will look at the current hand PPE we are using and look for new and better ways to protect our hands.

Ergonomics

The Ergonomics Team will ensure all employees are working under the WestRock Nicholasville ergonomic guidelines. They will promote the use of MoveSmart techniques and develop the relationship and use of the Athletic trainer.

Off – the Job

We understand that working safely off the job is just as important as on the job safety. The Off the Job safety team will use awareness projects and audits to raise mindfulness and promote the hazards that employees could face away from work. We will focus on home projects, extracurricular activities, cooking safety to name a few.

Emergency Response

The Emergency Response team will deal with the Fire and Natural Disaster drills as well as First Aid response. We will conduct First Aid/ CPR training using the in house certified trainers and conduct awareness activities using our rescue dummy. We will conduct audits on eye wash stations, emergency radios, AED's and first aid supplies.



SET MEETING TIMES

2022 Safety Teams Meeting Schedule

If you are scheduled to work the day your teams meeting you should attend the meeting.

If you do not have items to discuss in the meeting, then perform team audits on the floor.

1. Safety Steering Team – **Every 2nd Thursday @10am – Microsoft Team available**
2. Material Handling – Jeff Davis – **First Tuesday and Friday of the month at 6:30 am**
3. Hand Safety – Emily Bray - **Second Wednesday of each month @6:30am**
4. Emergency Response – Heather Lopez – **3rd Tuesday of each month @ 6:30 am**
5. Machine Guarding – Ronnie Mullins - **3rd Wednesday of each month @ 6:30am**
6. Rules and Procedures/ PPE – John Russell - **Second Friday of each month @ 6:30am**
7. Environmental – Bobby Lucas - **Last Wednesday of the Month @6:30am Feb / May / Aug / Nov**
8. Ergonomics – Keith Sowder – **4th Tuesday of the Month @ 6:30am**
9. Off – the Job / Health & Wellness– OPEN – **2nd Wednesday of every other month 7am**
- 10.Lock-Out / Tag-Out/ Electrical Safety – Justin Rayborn – **2nd Tuesday of the month – 6:30am**
- 11.Pedestrian Safety – Morio Berry – **2nd Tuesday of every other month 6:45am**
12. Offsite Warehouse – **Set by Offsite Team – Royce Withers**



MAIN TEAM RESPONSIBILITIES

The 4 Main Responsibilities for all Safety Teams

1. Conducting Audits and Evaluating the Findings of Audits
2. Conducting HRA (Hazard Risk Analysis) Projects
3. Conducting Safety Awareness Projects
4. Review Safety Action Register



SIGNIFICANT ACCOMPLISHMENTS

■ Team Report Outs

- All Teams Report Out to Plant Steering Team every 3 months – Accomplishments , Metrics Review and 30,60,90 plan

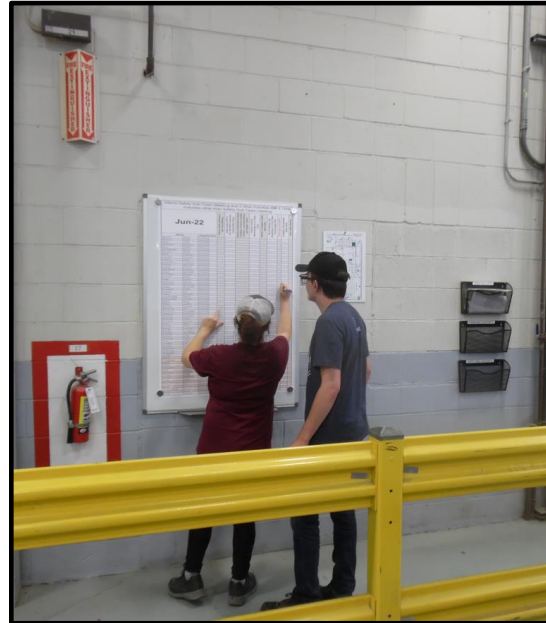
■ Near Miss Ranking

- Safety Steering Team Ranks all Near Miss on Frequency of Exposure, Probability of Occurrence, Potential Severity

■ Review all Division Recordable Injuries

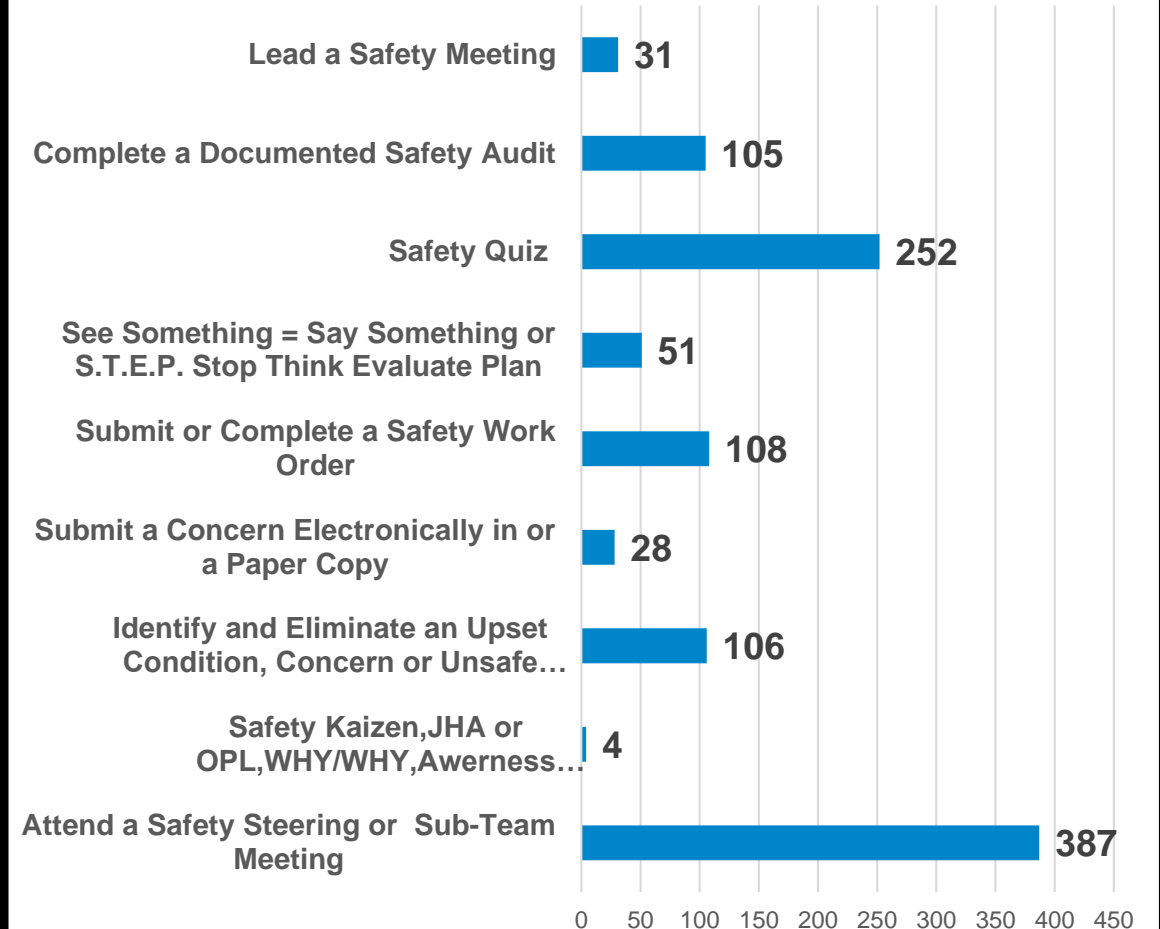
- Do we have the same hazard in our facility?
- Do we have corrective actions we can share?

ENGAGEMENT TRACKING



Employees Engagement is Tracked by Employees

May 2022 Engagement



SAFETY EXPO

- What Safety Team are you on?
- Do you like the Safety Team you are on?
- Would you like to join another Team?
- Where do you think you would have the greatest impact?
- If you have been asking yourself these questions Have No fear. **The Safety Expo is Coming.**

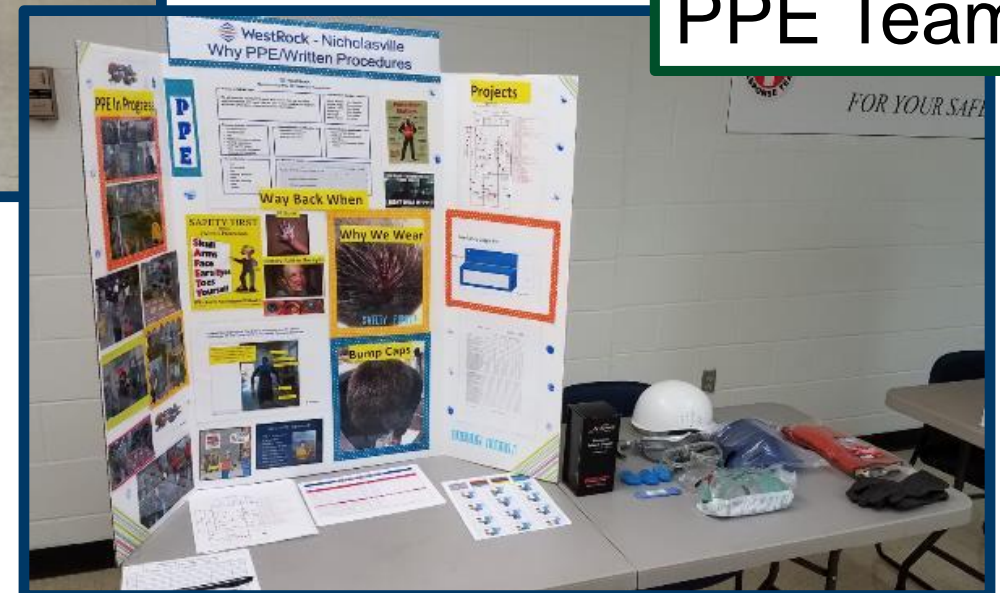


SAFETY EXPO

Ergonomics Team



PPE Team



SAFETY EXPO



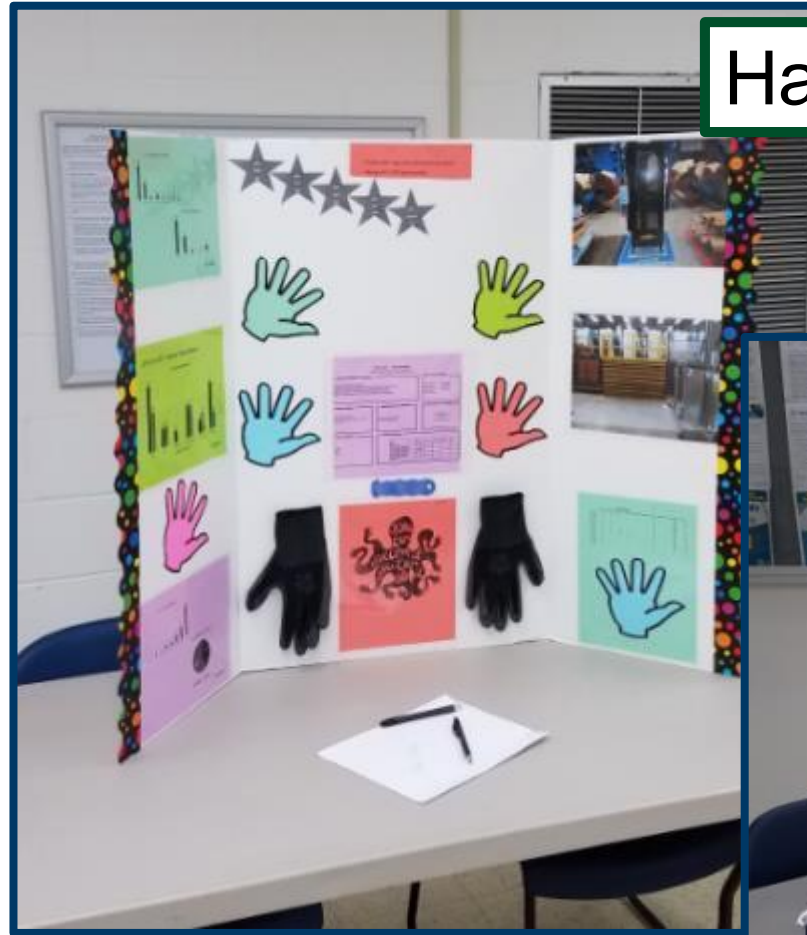
Environmental Team

Pedestrian Team



SAFETY EXPO

Hand Safety Team



Material Handling Team





SAFETY EXPO

TEAM NAME	1st Choice	2nd Choice	3rd Choice	4th Choice	5th Choice	Team Total
Off-Site Warehouse	9	-	-	-	-	9
Emergency Response	19	10	3	1	1	34
Environmental	8	3	-	-	-	11
Ergonomics	19	10	2	3	-	34
Hand Safety	18	3	1	-	-	22
Health & Wellness	30	10	5	2	-	47
LOTO	33	16	6	-	-	55
Machine Guarding	19	9	3	-	-	31
Material Handling	15	6	1	-	-	22
Off The Job Safety	21	10	-	-	-	31
Pedestrian Safety	23	7	3	-	-	33
PPE	15	8	2	-	-	25
Grand Total	229	92	26	6	1	354

