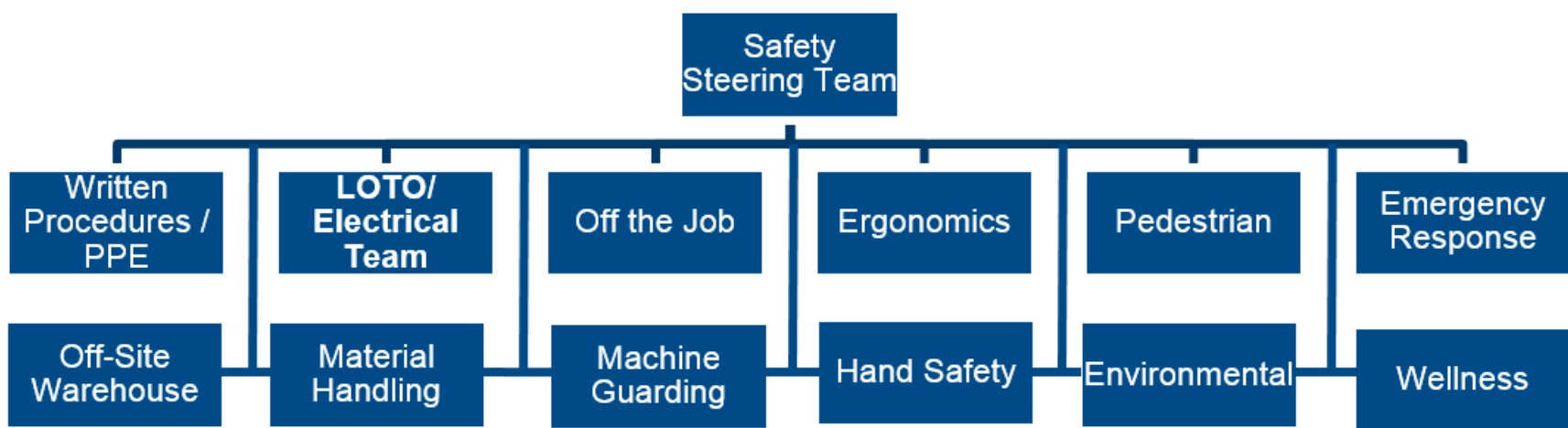


Nicholasville Folding Safety Team Structure





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

Safety Sub-Teams and Leaders

1. **LOTO Team – Justin Rayborn** - justin.rayborn@westrock.com
2. **Written Procedures & PPE – John Russell** - john.russell@westrock.com
3. **Off the Job Safety – Tina Noonan** - tina.noonan@westrock.com
4. **Ergonomics Team – Keith Sowder** - keith.sowder@westrock.com
5. **Pedestrian Safety– Stephen McElfresh** – stephen.mcelfresh@westrock.com
6. **Material Handling – Glenn Wethington** - glenn.wethington@westrock.com
7. **Machine Guarding – Doug Waldroup** – doug.waldroup@westrock.com
8. **Hand Safety – Jeff Davis** - jeff.davis@westrock.com
9. **Environmental Team – Josh True**- josh.true@westrock.com
10. **Emergency Response – Pete Brown** - pete.brown@westrock.com
11. **Wellness Team – Paul Snyder** - paul.Snyder@westrock.com
12. **Off-Site Warehouse – Jimmy Tyler** – james.tyler@westrock.com

2017 Safety Teams Meeting Schedule

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

If you don't have items to discuss in the meeting then perform team audits on the floor.

1. Safety Steering Team – **Every Thursday @6:30am**
2. Material Handling – Glen Wethington – **First Tuesday and Friday of the month at 6:30 am**
3. Hand Safety / PPE – Jeff Davis - **Second Tuesday of each month @6:30am**
4. Emergency Response – Earl Clark - **First Tuesday of each month @ 6:30 am**
5. Machine Guarding – Doug Waldroup - **3rd Wednesday of each month @ 6:30am**
6. Rules and Procedures/ PPE – John Russell - **Second Wednesday of each month @ 6:30am**
7. Environmental – Josh True - **Last Wednesday of the Month @6:30am**
8. Ergonomics – Keith Sowder – **4th Wednesday of the Month @ 6:30am**
9. Off – the Job Awareness – Tina Noonan – **2nd Tuesday of the month 7am**
10. Lock-Out / Tag-Out/ Electrical Safety - Justin Rayborn – **2nd Tuesday of the month – 6:30am**
11. Pedestrian Safety – Stephen McElfresh – **3rd Tuesday of every month 6:45am**
12. Health & Wellness – Paul Snyder – **Watch for Meeting Postings**

The 3 main responsibilities for all Safety Teams

1. Conducting Audits and Evaluating the Findings
2. Conducting HRA (Hazard Risk Analysis) Projects
3. Conducting Safety Awareness Projects

WestRock – Nicholasville

Material Handling Safety Why Page

Purpose of Performance Excellence

•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 materials in the plant.

Steering Team Members

Pam Snyder	Angie McCall
Glenn Wethington	Phil Bentley
Tim Rothgeb	Sheryl Lay
David York	Gary Crank
Ashley Brown	Mary Privett
Adam Sutherland	Tim Cornett
Ed Kinnard	CJ Petrey
Jodie Noe	Brad Spickard
Allen Buschur	David Lockwood
Lyn Peel	Ronto Mitchell
Fess Matthews	Connor Scott

Previous Activity

- Eliminating Forklift traffic in production areas.
- Rack inspections.
- Blue lights on forklifts.
- Inspection book holders.

External Business Justification

Positive public image
Regulatory compliance
Loss of Reputation from other facilities
Customer Perception
Potential Employee Perception

Internal Business Justification

Employee well-being
Positive employee relations
Productivity

Current Activity

- Total Trax
- Hit Not
- Removing 1 row of staging area in printing.
- Identifying areas for angle iron to protect walls.
- Recertifying forklift drivers, training.

Measures of Success

KPI	FY 12'	FY 13'	FY 14'	FY 15'	FY 16' Target
Employees trained to drive forklifts	1	1	114	124	100
Forklift Entry Permits Filed			157	103	100
Forklift Trainers	1	2	2	4	6

Sub-Team Start-up Process

Sub-Team Start-up Process

New Way

All day Kaizen Event

- Why Page Created
- Brainstorm wish list – nothing too big
- Create Audit
- Brainstorm Awareness Activities and plan 1st one
- List Hazard Reduction Projects
- Plant field Trip to address low hanging fruit

Team makes an impact to the plant during
1st meeting

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

- Rank 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 correct actions we can share with Division?

See Something = Say Something

- Month long Behavioral based Safety Awareness
- Conducted Survey around Speaking up for Safety
- Created new Pro-Active Safety Activity – See Something = Say Something Form



One of our Greatest Team
Accomplishments
**Employee Engagement
Tracking**

Employee Engagement

- We struggled to show that we have 100% employee engagement in safety.
- Teams wanted a way to show leading metrics by employee.

Employee Engagement

- **Concerns:**

- Team Meeting Attendance does not prove engagement
- Plantwide Weekly Safety meetings are required and should not be counted as employee engagement.
- Some employees don't like the meeting environment.
- Some employees do more than others but get counted at the same level of engagement as everyone else.
- We wanted a way to show engagement from Plant, Dept. and Employee levels.

Engagement Options and Requirements

1. Attend a Safety Steering or Sub-Team Meeting
2. Participate in a Safety Kaizen Event
3. Work on a HRA project
4. Work on a WHY/WHY Investigation
5. Work on an Awareness Activity
6. Work on an OPL or JHA creation
7. Identify and eliminate an upset condition, near miss or unsafe condition
8. Submit a Safety Work Order
9. Complete a Safety Work Order
10. Complete a SOAR Audit, a See Something = Say Something Form, a Safety Quiz, or S.T.E.P. Form
11. Complete a Documented Safety Audit
12. Submit Safety Innovation
13. Organize a safety bulletin board
14. Lead a Safety Meeting

Employee must complete 3 engagement activities each month to be considered 100% engaged

Engagement Tracking Database

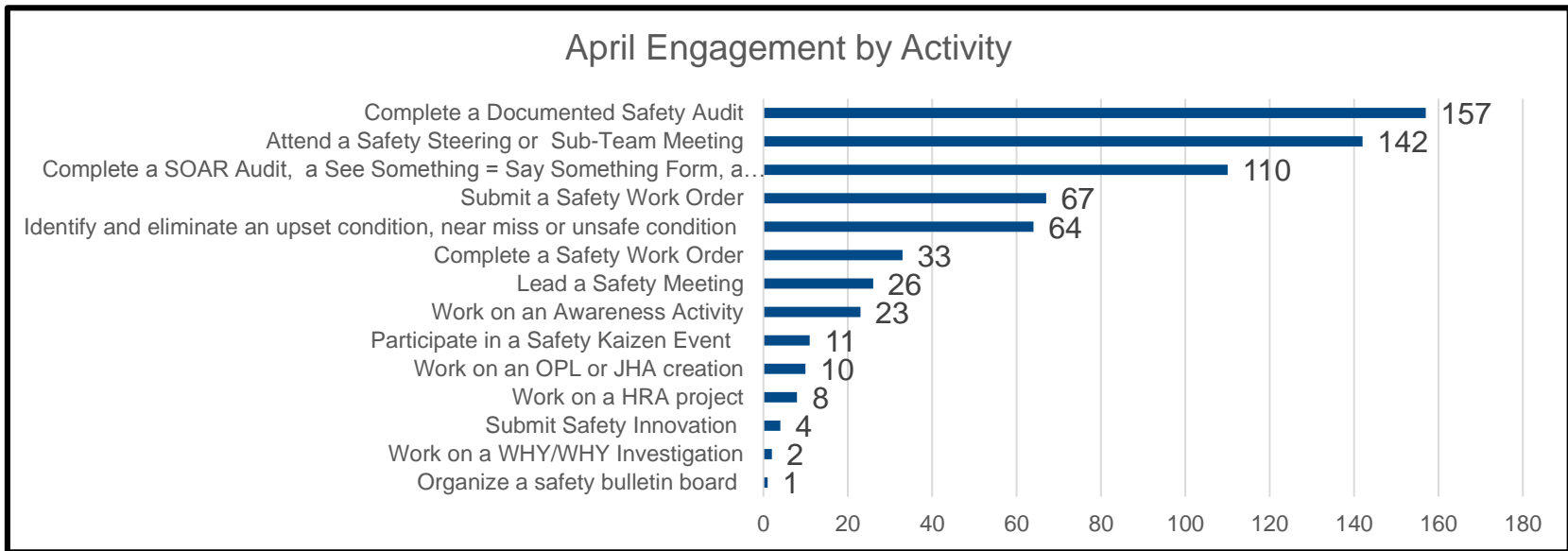
1. We load in an active employee list each month and the tracking sheets are generated to be posted.

2. We input the engagement activities each employee has completed and the database creates charts for communications

3. Provides Department Managers performance metrics to discuss with employees

COMMAND CENTER			
	INSTRUCTION	HYPERLINKS and INPUTS	COMMAND BUTTON
STEP 1	Enter Fiscal Year for metric tracking purposes	2017	
STEP 2	Copy New Active Employee List into Columns B-J of the ACTIVE EMPLOYEE LIST tab. An updated Active employee list can be issued in excel format by HR	ACTIVE EMPLOYEE LIST	
STEP 3	Add nicknames in column L of the ACTIVE EMPLOYEE LIST tab.	ACTIVE EMPLOYEE LIST	
STEP 4	Review the ACTIVE EMPLOYEE LIST to ensure salaried participants are included. Add them to the bottom of the list if they are not there.	ACTIVE EMPLOYEE LIST	
STEP 5	Review and update the list of engagement options in the ENGAGEMENT OPTIONS tab.	ENGAGEMENT OPTIONS	
STEP 6	Enter the Date to use to build the ENGAGEMENT POSTERS and the Monthly Tracking tabs	02/01/2017	
STEP 7	Click on the BUILD ENGAGEMENT command button at right to build the Tracking Poster and Monthly tracking tab, and update the overall engagement tabs with new options, employees, and departments		BUILD ENGAGEMENT 02/06/2017
STEP 8	Enter the Engagement Data into the appropriate Monthly tracking tab		
STEP 9	Verify the Current Monthly Tracker tab is listed in cell G21, then click the COMPILE DATA command button in cell J21.	Jan 17	COMPILE DATA 01/06/2017
STEP 10	Export the Percent Engagement Data to the A3 Scorecard worksheet which populates all the Plant A3s with Engagement Data		EXPORT ENGAGEMENT 02/06/2017

Engagement Metrics



Engagement Metrics

