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
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.

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

<table>
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<th>KPI</th>
<th>FY 12’</th>
<th>FY 13’</th>
<th>FY 14’</th>
<th>FY 15’</th>
<th>FY 16’ Target</th>
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<td>114</td>
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<tr>
<td>Forklift Entry Permits Filed</td>
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<td>2</td>
<td>2</td>
<td>4</td>
<td>6</td>
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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 Tracker
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.
Engagement Metrics

April Engagement by Activity

- Complete a Documented Safety Audit: 157
- Attend a Safety Steering or Sub-Team Meeting: 142
- Complete a SOAR Audit, a See Something = Say Something Form, a...: 110
- Submit a Safety Work Order: 67
- Identify and eliminate an upset condition, near miss or unsafe condition: 64
- Complete a Safety Work Order: 33
- Lead a Safety Meeting: 26
- Work on an Awareness Activity: 23
- Participate in a Safety Kaizen Event: 22
- Work on an OPL or JHA creation: 20
- Work on a HRA project: 19
- Submit Safety Innovation: 18
- Work on a WHY/WHY Investigation: 17
- Participate in a Safety Kaizen Event: 16
- Attend a Safety Steering or Sub-Team Meeting: 15
- Complete a Documented Safety Audit: 14
- Work on an Awareness Activity: 13
- Participate in a Safety Kaizen Event: 12
- Work on an OPL or JHA creation: 11
- Work on a HRA project: 10
- Submit Safety Innovation: 9
- Work on a WHY/WHY Investigation: 8
- Participate in a Safety Kaizen Event: 7
- Work on an Awareness Activity: 6
- Participate in a Safety Kaizen Event: 5
- Work on an OPL or JHA creation: 4
- Work on a HRA project: 3
- Submit Safety Innovation: 2
- Work on a WHY/WHY Investigation: 1
- Organize a safety bulletin board
Engagement Metrics

April Engagement by Department

- Plant: 99.80%
- T&D: 100.00%
- Shipping/Trans: 100.00%
- Sheeting: 100.00%
- Reliability: 100.00%
- QA: 100.00%
- Printing: 100.00%
- Plate Room: 100.00%
- Admin: 100.00%
- Flat Packing: 100.00%
- Finishing: 100.00%
- Die Room: 100.00%
- Cutting: 97.20%
- Customer Service: 100.00%
- Accounting: 100.00%