

Emergency Evacuation Plan

Procedures for Supervisors, and designated monitors and staff

**EMERGENCY
SHELTER**



**FOR
HAZARDOUS
WEATHER
CONDITIONS**

Preparing for Emergencies



1.

- All machine operators to shut off power to their machines, press the large red emergency stop button located on the right side of the control panel. All visitors, customers and contractors are to report to the Plant 1 Parking Lot for Roll Call.

2.



- They are to leave the building at the closest exit and all staff to meet at Plant 1 parking lot so everyone is accounted for.

3.



- Please refer to the plant layout for specific locations of items that are to be checked so that you are prepared ahead of time.

PROCEDURES FOR SUPERVISORS AND DESIGNATED MONITORS AND STAFF

1

INSTRUCT ALL MACHINE OPERATORS TO SHUT OFF POWER TO THEIR MACHINES, PRESS THE LARGE RED EMERGENCY STOP BUTTON LOCATED ON THE RIGHT SIDE OF THE CONTROL PANEL

2

THEY ARE TO LEAVE BUILDING AT THE CLOSEST EXIT AND ALL STAFF, VISITORS, CUSTOMERS AND CONTRACTORS TO MEET AT THE PLANT 1 PARKING LOT SO EVERYONE IS ACCOUNTED

3

FOR PLEASE REFER TO THE PLANT LAYOUT FOR SPECIFIC LOCATIONS OF ITEMS THAT ARE TO BE CHECKED SO THAT YOU ARE PREPARED AHEAD OF TIME

PLEASE TRY TO REMAIN CALM AT ALL TIMES • DO NOT RISK YOUR SAFETY AT ANY TIME • THE FIRE DEPARTMENT WILL BE NOTIFIED IMMEDIATELY



Health and Safety Policy

Management of Hawk Plastics Ltd. is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. Hawk Plastics Ltd. will make every effort to provide a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

As president of Hawk Plastics Ltd, I give you my personal promise that every reasonable precaution will be taken for the protection of workers, visitors, customers and contractors.

Managers and Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.

Hawk Plastics Ltd. will make every reasonable effort to provide suitable return to work opportunities for every employee who is unable to perform his or her regular duties following a work-related injury or illness.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the president to the workers.

Matt Urquhart
President