



SUBJECT: SAFETY POLICY

APPROVED & EFFECTIVE:

 8/22/16
President & CEO Date

POLICY:

Safety Comes First at Xymox. Continually Improve Performance With Management Leadership & Employee Participation, Hazard Assessment & Control, Training, and Program Evaluation. Design and Produce Safe Products.

RESPONSIBILITIES

All Employees

- Work in a Safe Manner
- Participate and Take Ownership of Safety Processes
- Attend Training Courses Mandated by the Environmental Health & Safety (EHS) Department
- Follow Safety Rules Listed in the Employee Handbook & EHS Work Instructions
- Report Accidents, Near Misses, and Unsafe Working Conditions.

Team Leaders & Supervisors

- Enforce Safety Policy and Procedures
- Encourage Employees to Voice Safety Concerns

Environmental Health & Safety Department

- Identify and Communicate Hazards
- Develop Safety Controls and Assist Operations to Incorporate Safety into Processes
- Develop Job Safety Analysis
- Maintain Written Programs
- Administer Training Courses
- Implement Audit Program
- Facilitate Team Building With Involvement from the Safety Committee and Supervisors
- Conduct Program Review
- Monitor Regulatory Compliance

Management

- Provide Leadership
- Endorse Safety Policy and Procedures
- Empower Employees by Requiring Employee Ownership of Processes
- Participate in Program Review