

Safety Awareness

November 2014

Names of Representatives intentionally hidden for security reasons

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Introductions

- ▶ **Who you are** 😊
 - *Your role at DDN*

- ▶ **When was the last Safety Meeting?**
 - *What was discussed?*

Goal



Why Safety?

▶ **Compliance**

- A Corporate Social Responsibility compliance requirement
- Meet global business ethics standards

Goal - *Have a World Class Safety Culture*

▶ **A personal commitment to safety**

- You must believe that your safety and health are non-negotiable!

▶ **Be a safety leader**

- Every employee needs to act as a safety leader

Our Commitment

- ▶ **Standards** - DDN is dedicated to setting the highest standards in Environmental, Health and Safety for our employees, contractors and visitors.
- ▶ **Focus** - We are focused on reducing the impact of our business on the environment we live in by adopting state of the art processes.
- ▶ **Acknowledgement** - We are grateful to the efforts and contributions of all the individuals who contribute to the success of this company and are committed to ensuring their good health and safety
- ▶ **Priorities** - Change based on situational demands

Our Commitment

▶ Values

- Deep seated beliefs that are never compromised
- Remain unaffected by the competing daily fluctuation of other factors in the work environment
- Describe what an organization is passionate about

▶ Culture

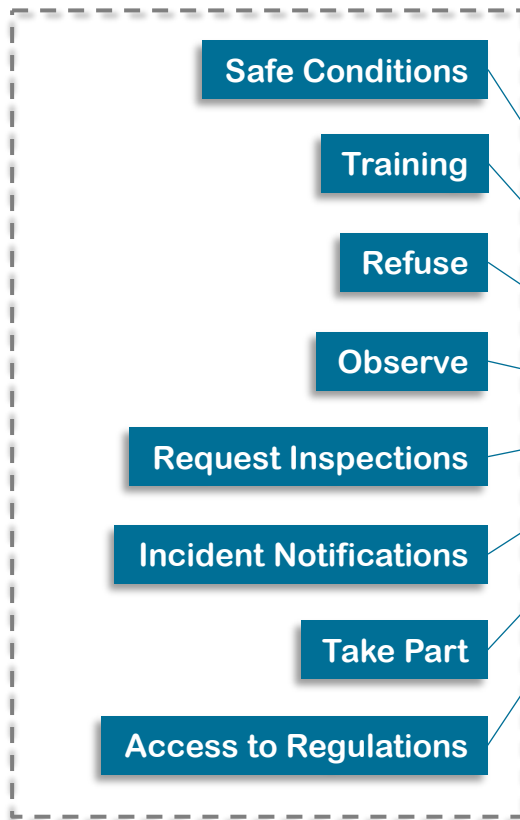
- The way we do things around here
- Everyone pulling in the same direction to achieve a common goal

Safety Values

- ▶ **Everyone** feels responsible for safety and pursues it on a daily basis
- ▶ **Everyone** goes "beyond" the call of duty to identify unsafe conditions and behaviors, and intervene to correct them
- ▶ **Everyone** "actively cares" about safety by providing recognition of safe work practices and coaching to eliminate unsafe behaviors
- ▶ **Safety is never compromised** - Safety is an ethic that guides everything we do

Employee Rights & Responsibilities

Rights



Responsibilities



Employee Rights

- ▶ **Safe** - To have safe and healthful working conditions
- ▶ **Training** in safe work practices and hazards
- ▶ **Refuse** without fear of discrimination, to perform work that would violate the Labor Code for workplace safety and health regulations whereby such violation would be hazardous to an employees safety or health
- ▶ **Observe** worksite monitoring/measuring of harmful substances regulated by Cal/OSHA
- ▶ **Be informed** if exposed to harmful substances and concentrations higher than exposure limits allowed by Cal/OSHA and of the correction action taken

Employee Rights

- ▶ **Request** inspections
- ▶ **See** postings of violations (if any)
- ▶ **Review** the Log and Summary of OSHA injuries
- ▶ **Request** and take part in making changes to workplace safety and health standards
- ▶ **Review** copies of appropriate standards, rules, regulations and requirements that the employer should have available at the workplace
- ▶ And, any **other rights** that may be listed with Cal/OSHA, other state OSHA Plans or the Federal OSHA regulations

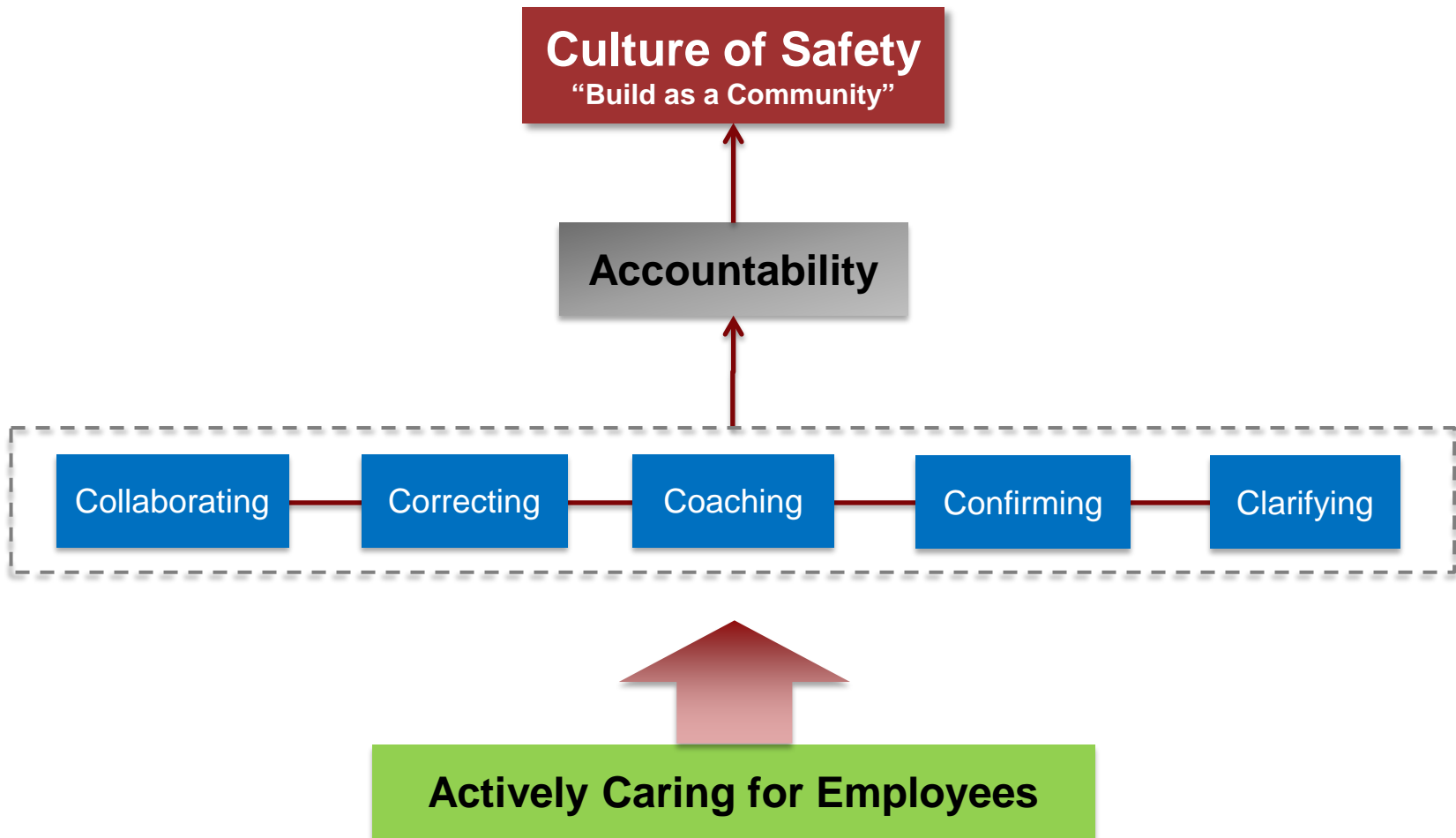
Employee Responsibilities

- ▶ **Comply** with all workspace safety and health laws, standards, orders and regulations issued
- ▶ **Use** equipment, safety devices, methods or processes
- ▶ **Not interfere** with others' use of safeguards
- ▶ **Not remove**, displace, damage, destroy or tamper with safety devices, safeguards, notices or warnings
- ▶ **Cooperate** with Safety Coordinator conducting an inspection regarding any safety/health conditions
- ▶ **Read** the Cal/OSHA or other state posters at the job site

Employee Responsibilities

- ▶ **Read** the Cal/OSHA or other state posters at the job site
- ▶ **Report** any unsafe conditions to the manager, Facilities Engineer, Safety Coordinator or Human Resources
- ▶ **Report** any job related injury/illness to the manager, Safety Coordinator or Human Resources immediately
- ▶ **Exercise** all rights under the Act in a responsible manner

Leadership Actions



Pro-Active Safety Management

We have to know about safety hazards or concerns in order to fix them!

- Notify your local Safety Coordinator (list will be on DDN Community soon)
- Notify your manager or Human Resources
- Submit your suggestions to Safety Mailbox – safety@ddn.com
- Updates in upcoming newsletters



Actively Caring

- ▶ *Correcting*
- ▶ *Coaching*
- ▶ *Recognition*

Let Nothing Pass!



If Injury Happens

Prevent an injury from happening to someone else

- ▶ **Report** and Record the accident/incident
 - ▶ Accident **Investigation**
 - ▶ Injury **Review**
 - ▶ **Positive** environment for employees during Return-To-Work (RTW)
 - ▶ Accident **Repeater**
-
- ▶ Early Intervention equals Early Resolution!

What are the Benefits?

- ▶ Safety becomes a part of DDN's **culture**
- ▶ **Shared** safety ownership by all replaces forced accountability of few
- ▶ Employees **actively contribute** to and cooperate with the safety process because it's founded upon shared values *NOT* imposed rules!
- ▶ Safety becomes **systemic**...efforts are dedicated to building collaborative systems and cooperative partnerships that integrate safety into core business processes
- ▶ World Class performance **requires** high energy and active involvement!
- ▶ *SAFETY CANNOT BE DELEGATED!*

What can you do?

- ▶ **Join** a safety team
 - Or be proactive by submitting suggestions
- ▶ **Coach** your peers to help keep them safe
- ▶ **Recognize** peers with good safety performance
 - If outstanding safety performance, recognize through the quarterly PRIDE Award!
- ▶ Immediately **report** any work related injury
- ▶ Report **ANY** and **ALL** safety hazards or concerns
- ▶ REMEMBER to Work safe!

World Class Safety

Is a Collective Attitude of Taking Shared Responsibility for Safety and Caring

- ▶ It's **NOT** quality /productivity versus employee safety, it's quality/productivity **WITH** employee safety
- ▶ Provide a safe work environment for yourself and your peers
- ▶ Be an advocate for your own personal safety!

World Class Safety Culture



A world Class Safety Culture..

Is created

Bye and for

The very person

Whose

Safety and Health

It protects.....

YOU!

References

▶ *OSHA Guides*

- <https://www.osha.gov/dcsp/smallbusiness/>
- <https://www.osha.gov/pls/publications/publication.athruz?pType=Industry&pID=193>
- <https://www.osha.gov/Publications/smallbusiness/small-business.html>

▶ *US Department of Labor*

- <http://www.dol.gov/>

A Quick Quiz

- ▶ Name 2 of the 4 Safety Values
- ▶ Name at least 3 employee rights
- ▶ Name at least 3 employee responsibilities
- ▶ What are the 5 “C’s” that result in accountability that will build a safety culture?
- ▶ What is the first thing an employee must do when an injury occurs?
- ▶ Define World Class Safety

Facility Representatives

Chatsworth – 9351 Deering

SAFETY COORDINATOR	TITLE	AREA OF RESPONSIBILITY	OFFICE TELEPHONE NUMBER	CELL TELEPHONE NUMBER
Names of Representatives intentionally hidden for security reasons				

Facility Representatives

Chatsworth – 9223 Deering

SAFETY COORDINATOR	TITLE	AREA OF RESPONSIBILITY	OFFICE TELEPHONE NUMBER	CELL TELEPHONE NUMBER
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Columbia

SAFETY COORDINATOR	TITLE	AREA OF RESPONSIBILITY	OFFICE TELEPHONE NUMBER	CELL TELEPHONE NUMBER
Names of Representatives intentionally hidden for security reasons				

Facility Representatives

Colorado

SAFETY COORDINATOR	TITLE	AREA OF RESPONSIBILITY	OFFICE TELEPHONE NUMBER	CELL TELEPHONE NUMBER
Names of Representatives intentionally hidden for security reasons				

Santa Clara

SAFETY COORDINATOR	TITLE	AREA OF RESPONSIBILITY	OFFICE TELEPHONE NUMBER	CELL TELEPHONE NUMBER
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Q&A

▶ *Questions?*

▶ *Concerns?*

Please send your questions and/or concerns to the safety email address: safety@ddn.com

▶ *Thank You!*