

SAFETY POLICY STATEMENT

It is the policy of the Mother Lode Fair that accident prevention shall be considered of primary importance in all phases of operation and administration.

It is the intention of the Fair's senior management to provide safe and healthy working conditions and to establish and insist upon safe work practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of the Fair's organization, and its activities. It is therefore, a basic requirement that each supervisor make the safety of employees and integral part of his or her management function. It is the equal duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported; Fellow employees that need help should be assisted. Everyone is responsible for housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. In no circumstance, except in an emergency, should an employee leave a shift without reporting an injury that occurred.

When you have an accident, everyone loses you, your family, your fellow workers and the Fair. Please work safely. It's good for all involved.

Fair Manager

Date

MOTHER LODE FAIR

INJURY, ILLNESS, PREVENTION PROGRAM

- ASSIGNMENT OF RESPONSIBILITY

I, (fair CEO,), will see to it that our Fair's managers and supervisors will assume their respective responsibility for the health and safety of their assigned staff. Those responsibilities will include, but not limited to:

- + Review of safety policies and procedures; become familiar with functions and responsibilities of supervision and interrelationships with other departments,
- + Develop sound technical knowledge of all applicable Cal/OSHA safety orders and regulations; also stay current with requirements made by other government agencies,
- + Maintain an occupational training program covering hazards basic to all types of employment and those unique to each worker's job assignment
- + Correct unsafe and unhealthy work practices in a timely manner
- + Schedule and conduct regular safety meetings with all employees,
- + Keep records of all employee training, corrections of unsafe conditions, dates and results of workplace inspections,

In addition, supervisors of the fair will be responsible for seeing that all employees adhere to all company rules and policies, this may include employee incentives, retraining, and disciplinary actions,

Fair Manager

Date

MOTHER LODE FAIR

DESIGNATED SAFETY PROGRAM COORDINATORS

The responsibility of implementing the Fair's safety program(s) is to be shared by all supervisory staff, with the overall administration of the program assigned to:

Name and Title

Name and Title

Name and Title

Other safety officers will include, but not limited to:

Name and Title

Name and Title

Name and Title

MOTHER LODE FAIR CODE
OF SAFE PRACTICES

It is the Fair's policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Company, State and Federal safety rules and practices and take action as necessary to obtain compliance.

To carry out this policy, employees shall:

1. Report all unsafe working conditions and equipment to your supervisor or safety coordinator.
2. Report all accidents, injuries and illness to your supervisor or safety coordinator immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts of which tend to have an adverse influence on the safety or well being of employees are prohibited. Means of egress shall be unblocked, well lighted and unlocked during work hours.
5. In the event of fire, sound the alarm and evacuate.
6. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
7. Only trained workers may attempt to respond to fire or other emergency
8. Exit doors must comply with fire safety regulations during business hours.
9. Materials and equipment will not be stored against doors or exits, or at fire extinguisher/fire hose stations.
10. Aisles and walkways must be kept clear at all times.
11. Work areas should be maintained in a neat orderly manner. Trash and refuse are to be thrown in the proper waste containers.
12. All spills should be wiped up promptly.

".

13. Always use proper lifting technique. Never attempt to lift or push an object that is too heavy. You must contact your supervisor when help is needed to move a heavy object.

14. Never stack material precariously on top of lockers, file cabinets or other relatively high places.

15. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.

16. Do not stack material in an unstable manner.

17. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly

18. Never use a metal ladder for electrical work where it could come in contact with energized parts of equipment, fixtures or circuit conductors.

19. Maintain sufficient access and working space around all electrical equipment (minimum clearance, 36" inches) to permit ready and safe operations and maintenance.

20. Do not use any portable electric tools and equipment that are not grounded or double insulated.

21. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord or similar size and capacity. Three pronged plugs should be used to ensure continuity of ground.

22. All cords running into walk areas must be taped down or inserted into rubber protectors to preclude them from becoming trip hazards.

23. Inspect motorized vehicles and other mechanized equipment daily, or prior to use.

24. Shut off engine, set brakes and block wheels (if applicable) prior to loading or unloading vehicles.

25. Inspect pallets and their loads for integrity and stability before loading or moving.

26. Do not use compressed air for cleaning off clothing unless the pressure is less than 10 psi.

27. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or other ignition sources.
28. Wear hearing protection in all areas or conducting work tasks that have been identified as high noise exposure.
29. Goggle or face shields must be worn when operating bench or portable grinders.
30. Use all personal protective equipment (PPE) that has been assigned, such as safety glasses, dust masks, gloves etc.
31. Do not use any faulty or worn hand tools.
32. Always keep flammable or toxic chemicals in closed containers when not in use.
33. Cleaning supplies should be stored away from edible items on kitchen shelves.
34. Do not eat in areas where hazardous chemicals are present.
35. Be aware of the potential hazards involving various chemicals stored or used at the workplace.
36. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
37. When working with a VDT (Video Data Terminal) have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
38. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
39. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
40. Individual space heaters at work areas should be kept clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters with tip-over switches should be used,
41. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through mesh. Newer fans are equipped with proper guards.

USE OF TOOLS AND EQUIPMENT

1. All tools and equipment shall be maintained in good condition.
2. Damaged and defective tools or equipment shall be removed from service and tagged "DEFECTIVE."
3. Pipe or Stillson type wrenches shall not be used as a substitute for other wrenches.
4. Only appropriate tools shall be used for a specific job.
5. Wrenches shall not be altered by the addition of handle extensions or "cheaters."
6. Files shall be equipped with handles and not used to punch or pry.
7. A screwdriver shall not be used as a chisel.
8. Wheelbarrows shall not be pushed with the handles in an upright position.
9. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
10. Electric cords shall not be exposed to damage from vehicles.
11. All appropriate personal protective equipment shall be used when operating gardening equipment (blower, trimmers, etc.).

MACHINERY AND VEHICLES

1. Only authorized persons shall operate machinery or equipment.
2. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other areas where they may become entangled.
3. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall the lubricating of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
4. Where appropriate, lockout procedures shall be used.

5. Employees shall not work under vehicles supported by jacks or chain hoists without protective blocking that will prevent injury if jacks or hoist should fail.
6. Air hoses shall not be disconnected at compressors until the line has been bled.
7. Heavy equipment shall not be operated near tops of cuts, banks or drop offs if employees are working below.
8. Forklifts, aerial work platforms, etc., shall not operate where there is a possibility of overturning in dangerous areas such as edges of deep fills, cut banks, steep slopes or grades.
9. Maintain safe travel speeds at all times,
10. Maintain safe travel distance between vehicles traveling in the same direction, preferably three vehicle lengths or more.
11. Always keep all body parts within the running lines of the vehicle at all times.
12. Passengers may not ride in or on any vehicle unless adequate passenger riding facilities are available.
13. Always obey all applicable driving rules and regulations.
14. Seat belts shall be worn at all times.
15. Stunt driving and/or horseplay are strictly prohibited.

MOTHER LODE FAIR
ACKNOWLEDGMENT OF RECEIPT AND
REVIEW OF CODE OF SAFE PRACTICES

TO ALL EMPLOYEES:

ATTACHED IS A COPY OF THE {fair name} COUNTY FAIR CODE OF SAFE PRACTICES. THESE GUIDELINES ARE PROVIDED FOR YOUR SAFETY.

. IT IS THE RESPONSIBILITY OF _____
(Name)

TO PROVIDE AND REVIEW THIS CODE WITH EACH EMPLOYEE. IT IS THE EMPLOYEE'S RESPONSIBILITY TO READ AND COMPLY WITH THIS CODE.

THE ATTACHED COPY OF THE CODE OF SAFE PRACTICES IS YOURS TO KEEP. PLEASE SIGN AND DATE BELOW AND RETURN THIS PAGE TO:

(Name)

I HAVE READ AND UNDERSTOOD THE CODE OF SAFE PRACTICES.

. **DATE:** _____

— **NAME:** _____

. **SIGNATURE:** _

MOTHER LODE FAIR

SAFETY COMMUNICATION

POLICY

It is the M o t h e r Lode Fair's policy to maintain open communication between management and staff on matters pertaining to workplace safety health. Your thoughts regarding safety are considered important, and we encourage your active participation in our Fair's safety program. Please feel free to express any of your safety concerns or suggestions during safety meetings, individually to your supervisor, or in writing on the safety suggestion form. (This will allow you to remain anonymous if you so desire; however, this will make it difficult to provide you with special recognition if your suggestion is put into action.) Be assured that all safety suggestions will be given, and that each will receive a response.

In turn, the company will provide you with current applicable safety news and activities, safety reading material, signs, posters and a bulletin board for easy access to them all. Also, safety meetings will be held on a regular basis so that all employees have an opportunity to voice personal opinions regarding safety.

Fair Manager

Date

MOTHER LODE FAIR EMPLOYEE

SAFETY SUGGESTION FORM

Description of unsafe condition or work practice:

Causes or other contributing factors:

Employee's suggestion for improving safety:

Has this matter been reported to your supervisor? Yes No_

Employee Name (Optional) _____

, Department: _____ Date: _____

<u>For office</u>			
_____ Accepted	Date	Proposed Completion Date _____	Actual Completion Date _____
Denied	Date		
Reason for Denial:	_____	_____	_____
Signature: _____ Title: _____			

MOTHER LODE

FAIR NOTICE OF

SAFETY INFRACTION

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our policy to strictly enforce the Fair's safety rules. Infractions will result in the following:

1st Infraction - Written/Verbal Warning

3rd Infraction - 3 to 5 Day Suspension

2nd Infraction -Written Warning

4th Infraction - Dismissal

You have been
observed working in the following unsafe manner, contrary to Fair safety rules

This is your First Second Third Fourth Infraction

_Action taken, therefore is:

Supervisor: _____ Date _____

Employee: _____ Date _____

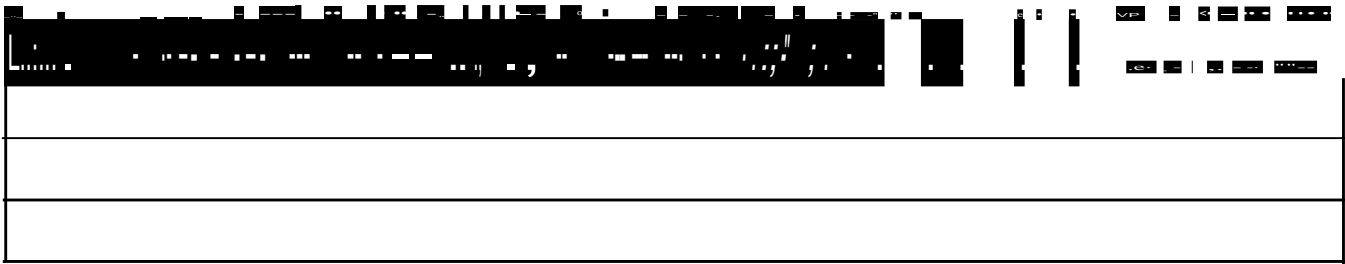
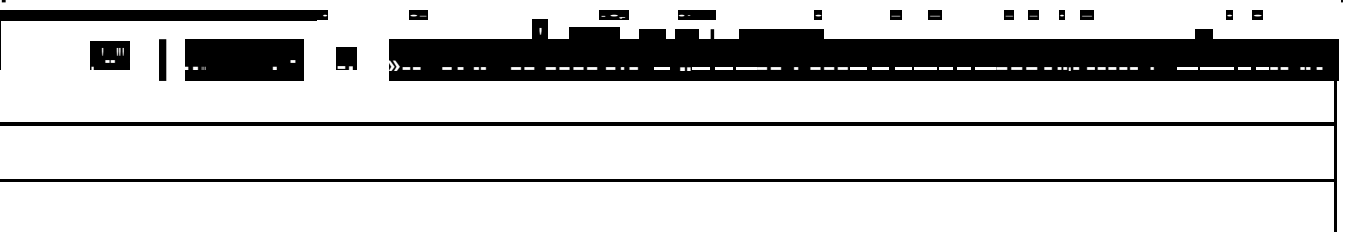
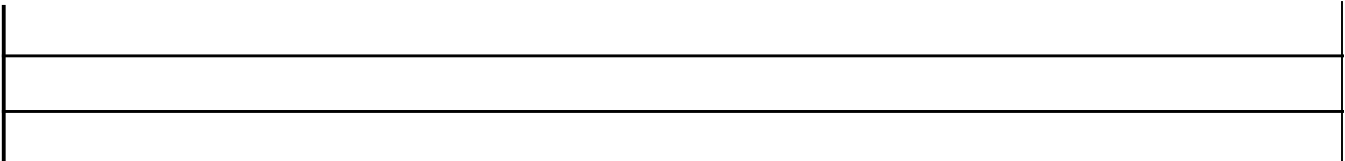
Motherlode Fair

REPORT OF SAFETY

MEETING



1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.



Presenter/Supervisor _____

Guidelines - Labor/Management Safety Committees

If you choose to use a labor/management safety committee, Cal/OSHA requires that the committee:

1. Meet regularly, but not less than quarterly;
2. Prepare and make available to the affected employees, written records of the safety and health issues discussed at the committee meeting, and maintain for review upon Cal/OSHA request.
3. Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, when appropriate, submit suggestions to management for the prevention of future incidents;
4. Review results of periodic, scheduled workplace inspections;
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspections and investigation to assist in remedial solutions;
6. Submit recommendations to assist in the evaluation of employee safety suggestions; and
7. Upon request for Cal/OSHA, verify abatement action taken by the employer to abate citations issued by Cal/OSHA.

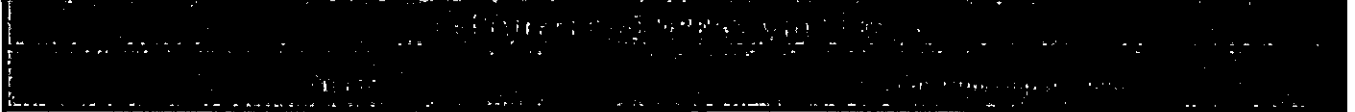
Remember, when selecting members for your safety committee, "across the board" representation should be established. Members of both management and staff should be represented, as well as every department.

Although not a Cal/OSHA requirement, Safety committees are an excellent way of communicating safety and health information to your employees and will help maintain their interest in your Injury and Illness Program.

MOTHERLODE FAIR
MINUTES OF SAFETY COMMITTEE MEETING



--	--	--





--	--

--	--

--	--

--	--

--	--

--	--

--	--



--	--

--	--

--	--

<p> </p>
<p> </p>
<p> </p>
<p> </p>
<p> </p>

Mother lode FAIR GUIDELINES
- SELF -INSPECTION HAZARD
CHECKLIST

The following blank hazard checklist should be used to develop an inspection list for your fair. The form is also useful whenever employees are introduced to:

1. New equipment
2. New substances
3. New Processes
4. New or revised procedures
5. When a new or previously unrecognized hazard is observed.

INSTRUCTIONS

1. Use your own work experience to develop a hazard inspection checklist for your work area.
2. The items should be made specific and clear enough so that anyone in your department can check off items listed.
3. Once you have completed the list, make copies so that a new list does not have to be made every time you do an inspection.
4. The list(s) should be made part of your Injury and Illness Prevention Program.
5. When doing an inspection, check either the "Satisfactory" box (indicating that the item was in good repair or in working order) or the "Needs Attention" box (indicating that the item was not in good working order or needs correction/adjustments).
6. The "Target Date for Correction" and "Date Corrected" boxes are used for the follow-up inspections or to note that the item has been corrected. Follow-up inspections and corrections should be made on a timely basis.
7. Once the inspection is done a copy of it should be kept in the safety file. All inspections, accident investigation findings and recommendations should be communicated to employees and records maintained by your company for a minimum of three years.

