**MONSANTO COMPANY**

**GOTHENBURG, NE**

**VOLUNTARY PROTECTION PROGRAM (VPP)**

**ANNUAL SELF-EVALUATION FOR 2013**



### Revised Suggested Format for Participant’s Annual Submission

**Section A: Summary Information**

|  |
| --- |
| **Table A-1 Participant Summary Sheet** |
| **To be completed by all VPP Participants** |
| **Monsanto Company - Gothenburg**76252 HWY 47, Gothenburg, NE 69138(308)537 3895 | **Calendar Year** 2013 | **Date Submitted**2014  |
| **Corporate Information** (if different from above)  | Monsanto Company 800 N. Lindbergh Blvd., St. Louis MO 63167 |
| **Site/DGA Manager**Name Gerardo GarciaPhone (308)537-4562E-Mail gerardo.s.1garcia@monsanto.comFax (308)537-3850 | **Site/DGA VPP Contact**Name Kendra BoydPhone (308)537-4573E-Mail kendra.m.boyd@monsanto.comFax (308)537-3850 | **NAICS Code** 115114 |
| **VPP Status** Star |
| **Does the site have Pressure Vessels? YES** | **Does the site fall under the OSHA PSM Standard? (If yes, you must complete PSM Supplement B.) NO** |
| **To be completed by Site-Based Non-Construction Participant (1)**  |
| **Number of Employees**31 | **Hours Worked** 64,285 | **TCIR**0.00 | **DART Rate**0 |

|  |
| --- |
| **Table A-2 Union Information** |
| **Union Name** | Not Applicable  |
| **Union Local Number**  |  |
| **Union Representative for the Site/DGA** |  |
| **Address** |  |
| **Phone** |  |
| **E-Mail** |  |
| **Fax** |  |

**Section B: Injury & Illness Rate Information**
**Table B-1
VPP Participant’s Record able Non-Fatal Injury and Illness Case Incidence Rates**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | # HoursWorked | Total # Injury & Illness Cases | Total # Lost/Rst’d/Transfer Workday Cases | Total Case Incident Rate (TCIR) | Days Away/Rst’d/Transfer Case IncidentRate (DART) |
| 2011 | 61,655 | 0 | 0 | 0 | 0 |
| 2012 | 58,489 | 2 | 0 | 6.84 | 0 |
| 2013 | 64,285 | 0 | 0 | 0 | 0 |
| 3-year total | 184,429 | 2 | 0 | 2.17 | 0 |
| 2012 BLS Average for (NAICS 115114): | 6.6 | 3.7 |
| Percent Above/Below BLS Rate: | (67.14) | (100) |

**Calculating Rates for Tables B-1 and B-2**

Annual rates are calculated by the formula **(N/EH) x 200,000** where:

**N** = Total number of recordable nonfatal injuries and illnesses during the calendar year. ***Site-based non-construction participants*:** This number will be the total injuries and illnesses of your site employees including temporary employees and any contractor employees regularly intermingled with and directly supervised by your employees. ***Site-based construction participants and mobile workforce participants*:** This number will be total injuries and illnesses of your own employees **plus** all contractor/subcontractor employees.

 ***For the TCIR*** use the total number of injuries and illnesses.

***For the DART rate*** use injuries and illnesses resulting in days away from work, restricted work activity, and/or job transfer.

**EH** = Total number of hours worked by employees during the year. ***Site-based non-construction participants*:** This number will be hours worked by your site employees including temporary employees and any contractor employees regularly intermingled with and directly supervised by your employees. ***Site-based construction participants and mobile workforce participants*:** This number will be hours worked by your own employees including temporary employees and contractors directly supervised by applicant/participant **plus** all contractor/subcontractor employees.

**200,000** = equivalent of 100 full‑time employees working 40 hours per week, 50 weeks per year.

**BLS data:** Insert the TCIR and DART rates for your industry from the Bureau of Labor Statistics (BLS) Table of Incidence Rates of Nonfatal Occupational Injuries and Illnesses by Industry. Find the table at www.BLS.gov or obtain from your Regional VPP Manager. Compare your rates to the most recently published BLS average rates for your industry: Calculate the percent above or below the BLS national average for your TCIR and DART rates using the formula: [(Site rate - BLS rate) ÷ BLS rate] x 100.

**When Participant Rates Have Increased**

If your 1-year site/DGA TCIR or DART rate has increased since last year, you **must identify and describe the contributing factors and corrective actions you have taken**. Include this information in the narrative evaluation of each related element and sub-element. See Section D below.

If your 3-year site/DGA TCIR or DART rate now exceeds the highest rate of the last 3 years published by the BLS statistics for your NAICS code, you must submit a rate reduction plan based on your findings. Contact your Regional VPP Manager to discuss the terms of your rate reduction plan.

**Section C: Significant Events or Changes**

Describe the impact of any significant event, the change that occurred, and the steps taken to ensure or restore employee safety and health e.g. change in management, corporate buy-out, complaint, accident, catastrophe, fatality, etc.

PROGRAM ELEMENT: **MANAGEMENT LEADERSHIP AND EMPLOYEE INVOLVEMENT**

SUB-ELEMENT: **MANAGEMENT COMMITMENT TO SAFETY AND HEALTH PROTECTION AND TO VPP PARTICIPATION**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/27/2014

REPORT PREPARED BY: Stacy Anderson

I. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

The Monsanto Company Management Team carries a huge commitment to safety and health through all aspects of our business. The local management team at the site relays these corporate sentiments to our local safety program. Management realizes the element of risk in our daily tasks due to the nature of our business which lies heavily in agriculture. We constantly strive to protect our employees by making accident prevention and continuous improvement of safety our upmost priority. Not only does Management make certain that all necessary resources of a successful safety program are available to all team members, but they individually manage some of our key safety programs.

In 2013, a new ES&H Scorecard was implemented and is driven by site management to capture the ownership and accountability of our site’s safety program and report our progress to corporate leadership. Along with the new ES&H Scorecard we have also strengthened our safety program by implementing the new training materials developed by Corporate ES&H to assist us in aligning our sites safety program along with the rest of the sites. These new training materials also aid our program owners by giving clear guidance on each policy and allowing the program owner to lead that policy with confidence. Management involvement and leadership have been essential to our safety program and has helped make our team efforts a success.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

Management has the ultimate responsibility/accountability for the development and implementation of the site ES&H program. The site scorecard serves its purpose by giving site management a tool that better tracks the site’s processes which will lead to sustainable compliance.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

The site ES&H Scorecard was rolled out in late 2013 and management believes with more and more data captured in the scorecard it will shine a better light on the progress of our safety program and show us any areas where there is room for improvement. Management would also like to take the ES&H program and see it intertwined with other programs under their supervision and develop a site calendar that will assist in site work flow.

**Responsibility: Gerardo Garcia, Laron Peters, and Loren Trimble**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **MANAGEMENT LEADERSHIP AND EMPLOYEE INVOLVEMENT**

SUB-ELEMENT: **POLICY**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/29/2014

REPORT PREPARED BY: Stacy Anderson

I. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

The Site embraces a comprehensive Environmental, Safety and Health program to support our pledge to ensure no operation poses any undue risk to employees, contractor/visitors and communities. It is site management that is ultimately responsible for assuring that the site is adhering to this corporate policy. Under site management, the employees of the site have taken active rolls in the ownership of our ES&H program. Both management and employee participation are captured on the site ES&H Scorecard and this allows site management to track and record the site’s actual performance in several key areas.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

The policy is clear that safety is a key factor in every task we do. Site management has reiterated this sentiment to the site and the site employees have embraced their rolls as program owners in the grand scheme of our Safety Program. ES&H performance is part of our full-time employees’ annual performance evaluation. Through a Development, Performance, and Rewards (DPR) program, all managers and staff are evaluated and rewarded for their performance in safety, quality and productivity.

One of our site’s safety goals for 2013 was to lower our TRR (Total Recordable Rate) from 6.85 in 2012, and we were successful in achieving a 0.00 TRR in 2013. This is a testament to the commitment to safety at our site.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

Future improvement of our ES&H program and policy is a continuous process. We will continue to use the ES&H site scorecard to measure our compliance with the ES&H program set forth by Corporate. Also, our site would like to work on combining our Safety and Quality Management calendars so that they work together to highlight the same efforts.

**Responsibility: Full-Time Employees**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **MANAGEMENT LEADERSHIP AND EMPLOYEE INVOLVEMENT**

SUB-ELEMENT: **GOALS, OBJECTIVES, AND PLANNING**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/10/2014

REPORT PREPARED BY: Khris Jinks

l. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

The Environmental Safety and Health Vision are ‘Zero fatalities and debilitating injuries and 100% compliance with Environmental Safety and Health regulations.’ With this in mind one goal for 2013 was to have a lower TRR than in 2012. Another goal was to improve consistent communication among all employees at the site, which includes both the Breeding Station and the Learning Center. And finally, reviewing Job Safety Analysis’s (JSA) on a seasonal basis rather than reviewing all JSAs at one time.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

The site’s TRR (Total Recordable Rate) in 2012 was 6.85 and we are proud to say the site’s TRR rate in 2013 was 0.00. We reached our goal of having a lower TRR rate in 2013. This was done not only by hard work and vigilance of all the site employees but also by refocusing safety efforts to ensure employee safety concerns were being addressed. Improved communication between the Breeding Station and the Learning Center was accomplished by adding an additional CMR (Certified Representative) from the Learning Center. In addition, continuing to have monthly safety meetings together have kept the communication flowing. Finally, reviewing JSAs on a seasonal basis has brought to the forefront the importance of identifying workplace hazards and documenting the risk assessment.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

Goals for 2014 include combining our safety and QMS (Quality Management Systems) calendars. Another goal for 2014 is to keep our Guest Contractor database current. Finally, the Site will place an emphasis on keeping our FY14 ESH Long Range Plan Scorecard current and up-to-date.

**Responsibility: All Employees**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **MANAGEMENT LEADERSHIP AND EMPLOYEE INVOLVEMENT**

SUB-ELEMENT: **VISIBLE TOP MANAGEMENT LEADERSHIP**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 2/12/2014

REPORT PREPARED BY: Kendra Boyd

1. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

The Site’s commitment to safety starts with top management leadership. Both ES&H Corporate and Business drive safety with the site management at the site. ES&H management, located at corporate headquarters, is a team of certified safety professionals that lead the safety culture within the company. This corporate team of professionals offers resources and services to help us maintain the highest level of safety at our site. In order to drive continuous improvement, the ES&H corporate team developed a long range plan that was rolled out in 2013. One major component of the plan was initiating Safety Leadership Training for site management. This training initiative provides a consistent approach that will help people-managers promote a culture of safety throughout our organization.

To ensure the site follows corporate policies, our site is also supported by two ES&H generalists. One generalist supports our technology function and one generalist supports our commercial function. Both generalists serve as a liaison between our site management and the Corporate Safety Team. Our Technology generalist is an active SGE and both assist on a regular basis with our site evaluations.

There are three business leads that oversee the functions of our site, Gerald Dill Jr, Lisa Granadino, and Chris Souder. These leads not only support but also work with the site management to ensure safety policies are being followed. Each year they develop safety performance goals for their sites such as, zero location recordable incidents as a result of a policy breach; as well as making safety site walks-through(s) apart of each site visit.

1. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

The roll out of the ES&H long range plan is another example of the Company’s desire to assure that all employees are provided with a safe working environment. Corporate understands that in order to maintain an environment that significantly reduces the risk of incidents to its employees, contractors and guests, an engaged safety culture must start at the top. The Safety Leadership Training I course has provided all four managers at the Site with the tools needed to lead by example and be prepared to make appropriate safety decisions. Utilizing this training has helped site mangers grow the safety culture at the site.

On of the other tools provided to us by the ES&H is the corporate audit. A corporate audit was conducted at our site in 2013 by three auditors from corporate ES&H. There were ten corrective actions that came out of the Site’s audit. These results showed our site to be less than one percent from alignment with Corporate Procedures. Over the course of 2013, we were able to correct the issues discovered in our corporate audit.

1. FUTURE ACTIVITIES FOR IMPROVEMENT

 ES&H introduced new elements of their long range plan for 2014. We are utilizing these elements to drive the safety culture at the Site. One such element is the addition of second leadership training. The Safety Leadership II course is required to be completed in 2014 by all site management. This training will build on the concepts of the Safety Leadership I course and help managers develop into safety champions that instill, reinforce and extent Monsanto safety culture at the Site. Another element of the long range plan is the introduction of a new safety scorecard for all sites. This scorecard is an online tool for managers and generalists to be able to capture a monthly snapshot of safety at their sites. The scorecard captures the status of key safety program such as LOTO, Occupational Medicine, and Safety Pause Day. The Site will complete this scorecard once a month to ensure accountability and transparence of the Safety Program.

**Responsibility: Gerardo Garcia, Laron Peters, and Loren Trimble**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **MANAGEMENT LEADERSHIP AND EMPLOYEE INVOLVEMENT**

SUB-ELEMENT: **RESPONSIBILITY AND AUTHORITY**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 2/12/2014

REPORT PREPARED BY: Kendra Boyd

1. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

Management has the responsibility of providing facilities that promote a safe working environment. Management leads our safety effort by developing goals and programs that encourage and guide the employees to work safely. There are three extensions of management in safety in the areas of responsibility and authority. These three extensions are the safety committee, program owners, and the safety lead.

The safety committee, made of full and part-time employees, is responsible for monthly reviewing the corrective action log to ensure that deficiencies are addressed and completed. They also follow-up on any first aids, near misses, or unsafe acts reported at the site. Another aspect of the committee’s responsibility is to conduct observations of safety sensitive tasks as needed to determine if safety policies are being followed.

The program owners are employees that manage safety policies. The site utilizes program owners to share safety responsibilities across the whole site team. This creates a site of safety experts instead of having one or two. These program owners are responsible for such programs as LOTO, job safety analyses, and housekeeping inspections. The ownership of these programs includes keeping policies up to date with corporate and federal policies, and leading required employee training. They are also must ensure all annual requirements such as audits are completed for their respective policies. All managers and full-time employees manage at least one safety policy.

The safety lead works with site management and program owners to achieve an efficient safety program. Along with cultivating communication across the site, the safety lead manages some of the safety policies as well as ensuring program owners properly manage their assigned policies. They have the responsibility and authority to oversee the scheduling of medical surveillance, the contractor/guest program and site documentation of our safety program.

1. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

Though site management has the overall responsibility and authority for ensuring compliance of our safety program, the members of the site understands the importance of having a team approach to the management of the safety program. This not only facilitates the increase of knowledge across several employees at the site, but it also gives ownership of the safety program to each member of the team. When the site first started utilizing program owners, it was not widely practiced across Monsanto sites. However, corporate ES&H has now provided us with training material to help cultivate program owners. This is a testament that the site is in line with the direction corporate ES&H is headed.

1. FUTURE ACTIVITIES FOR IMPROVEMENT

Management and the safety lead will continue to work together to assure that program owners have the tools needed to be effective managers of their programs. ES&H has provided us with additional new training material for over 30 policies. This training will helps us meet our goal of the driving our program owners to become safety experts in their respective programs.

**Responsibility: All Employees**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **MANAGEMENT LEADERSHIP AND EMPLOYEE INVOLVEMENT**

SUB-ELEMENT: **LINE ACCOUNTABILITY**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 2/10/2014

REPORT PREPARED BY: Khris Jinks

l. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

All site employees are responsible for safety and health. Job descriptions state safety accountability is part of the job. Full-time employees have safety as part of their DPR. DPR stands for Development, Performance and Rewards program. It is through this program that safety goals and objectives are measured for annual review.

The site has a safety committee in place to oversee the site’s accountability of the safety program. The committee deals with various elements of the safety program, including the corrective actions of all employee safety findings. For example, when an employee has not/is not following a safety policy, a corrective action policy has been established to discipline.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

The safety committee keeps an open line of communication with all site employees on all safety policies, procedures and Scorecard. The Scorecard has improved accountability at the site level. The Environmental, Safety and Health Department has introduced a safety Scorecard for each site to maintain monthly. Some of the safety items the Scorecard covers are Leadership Training, Lock Out/Tag Out and Vehicle Safety.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

The site will continue to place great importance on both individual and site safety through the DPR program and the site Scorecard.

**Responsibility: Site Management**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **MANAGEMENT LEADERSHIP AND EMPLOYEE INVOLVEMENT**

SUB-ELEMENT: **RESOURCES**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/29/2014

REPORT PREPARED BY: Khris Jinks

l. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

Corporate gives its employees access to various support channels, including: Certified Safety Professionals, Certified Industrial Hygienists, Corporate MD’s and RN’s, Certified Engineers, Industrial Hygiene Specialists, Contractor Safety Specialists, Ergonomic Specialist, ES&H Specialists and Generalists.

These resources provide various ES&H services to the site including: safety and health project reviews, industrial hygiene monitoring, training, auditing, regulatory updates, safety communications and program streamlining.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

These services are available upon request and whenever there are significant changes to any regulations or process information. These contacts give us a valuable network of safety professionals to consult anytime we have a need. They have been a valuable resource that we use often.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

The resources made available to us by the Corporate Safety Team are continuously being improved. It is our responsibility as a site to update our safety manuals and materials to reflect these improvements.

**Responsibility: Full-Time Staff**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **MANAGEMENT LEADERSHIP AND EMPLOYEE INVOLVEMENT**

SUB-ELEMENT: **EMPLOYEE INVOLVEMENT**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/29/2014

REPORT PREPARED BY: Khris Jinks

l. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

ALL employees (full, part and seasonal) take an active role in our site safety program. This is done in many ways, for example, attending monthly safety meetings and sharing ‘Take 5’ safety topics during morning meetings. Also, all full time employees are involved in safety training by either facilitating a monthly safety meeting or contributing to the development of training materials.

In 2013 we continued the implementation of the Behavioral Based Safety (BBS) program. Our BBS committee assigns the employees the task of reviewing different procedures preformed at the site. If behaviors are found that potentially put our employees’ safety at risk, these behaviors are corrected and then the corrected hazard is communicated to all employees on-site.

In addition to the BBS program, the site focused its attention on the JSA review process. In the past, all JSAs were reviewed at one time. In 2013 we implemented the process of reviewing the JSAs on a seasonal basis.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

Giving all site employees active roles in the site safety program, gives everyone ownership in the ES&H program. This ownership has led to our safety successes at the site. Having employees review procedures for the BBS program promotes better communication of hazards among site employees. And by implementing the JSA review process on a season basis keeps safety at the forefront of everyone’s minds.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

The site will continue to encourage all site employees’ participation in the safety program. The site has also decided to place an emphasis on the need to plan and complete more emergency drills. These drills will include medical emergencies with the local fire department participation and pesticide exposure drills. All employees will be involved in drills, which will help prepare everyone in case of emergency.

**Responsibility: All Employees**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **MANAGEMENT LEADERSHIP AND EMPLOYEE INVOLVEMENT**

SUB-ELEMENT: **CONTRACT EMPLOYEE COVERAGE**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/31/2014

REPORT PREPARED BY: Kendra Boyd

*This sub-element did not pertain to the site in 2013.*

PROGRAM ELEMENT: **MANAGEMENT LEADERSHIP AND EMPLOYEE INVOLVEMENT**

SUB-ELEMENT: **WRITTEN SAFETY AND HEALTH MANAGEMENT SYSTEM**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/29/2014

REPORT PREPARED BY: Khris Jinks

l. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

The site has a written safety, health and occupational medicine program written specifically for the location. The program includes Safety and Health Policy, Hazard Identification and Management, Procedures, Training, Incident Analysis, Emergency Planning, Tracking and Resolution, and Self-Audits.

At the site in 2013 there was an emphasis on updating the Bloodborne Pathogens written program. The update to the program included a written schedule, the method of decontamination for surface type, location and type of contaminant.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

The written program for Bloodborne Pathogens is now updated at the site. Employees are now better prepared in case of an emergency that involves Bloodborne Pathogens.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

2014 the site has made the goal of updating the housekeeping inspections to include a quarterly inspection of all GFCI (Ground Fault Circuit Interrupter) safety outlets. This is currently not being done and was brought to the site’s attention during an internal ES&H audit. By inspecting the GFCI outlets we will be assured that the amount of current flowing from hot to neutral is correct.

**Responsibility: All Employees**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **WORK SITE ANALYSIS**

SUB-ELEMENT: **HAZARD ANALYSIS OF ROUTINE JOBS, TASKS, AND PROCESSES**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/29/2014

REPORT PREPARED BY: Stacy Anderson

I. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

The site has a number of routine jobs, tasks and processes that are performed often, and sometimes daily. It is important that we always evaluate our work procedures to assure that they are safe. Some of these tools include our Job Safety Analyses (JSAs), Hazard Assessments for Personal Protective Equipment (PPE), Pre-Use Walkthroughs and Ergonomic Assessments. One of our best tools is our JSAs, which is a step-by-step job sequence with potential safety hazards and recommended actions to eliminate hazards. Each one of our jobs or tasks has a JSA that has been written and reviewed by employees at our facility to ensure each JSA is specific to our site and our equipment.

In 2013, the site experienced zero recordable incidents. Should a recordable occur, we would investigate the sequence of events that lead up to that recordable. This process helps us determine the root cause of the incident.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

Hazard Analysis is a continual process which incorporates updates and modifications as needed. We will keep using these analyses to identify any new safety or quality concerns that could lead to safety issues. We review JSAs, Hazard Assessments for PPE, Pre-Use Walkthroughs, and Ergonomic Assessments for jobs or tasks on a seasonal basis. It is important to review these processes in a timely manner so as to remind our employees of the seasonal changes in safety issues.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

We will continue to keep the FY14 ESH Long Range Plan Scorecard current and up-to-date as several aspects of the scorecard capture our hazard analysis activities and our ability to identify safety concerns. We will also continue to do annual reviews of our JSAs and Hazard Assessments for PPE. We need to be more diligent of all safety issues around tasks, including those that result from a change in process. Pre-Use Walkthroughs are always important when dealing with new or modified equipment. We will continue to use these audits when necessary.

**Responsibility: Full-Time Staff**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **WORK SITE ANALYSIS**

SUB-ELEMENT: **HAZARD ANALYSIS OF SIGNIFICANT CHANGES, NEW PROCESSES, AND NON-ROUTINE TASKS – INCLUDING PRE-USE ANALYSIS AND NEW BASELINES**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/27/2014

REPORT PREPARED BY: Greg Feather

I. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

Baseline Hazard Analysis is a tool used at the station. The following surveys are conducted on site to identify strengths and weaknesses or hazards: Monsanto audits (both internal and external), monthly review of corrective action log, gap analysis, job safety analysis reviews, annual audit of hot work permits, annual audit of lockout/tagout, annual audit of pre-operational checklists (tractors, combines, ATV and UTV), daily audit of preoperational checklists (forklift), monthly safety audits, annual safety audits, contractor pre-qualification surveys (annual submission), pre-project reviews, pre-start-up reviews, ergonomic assessments, and review of the industrial hygiene surveys. Assessments are made annually or anytime changes in equipment, processes or controls occur.

Pre-use analyses are performed on all new equipment or after changes are made to equipment. It is controlled in one of two ways: by the capital project process, which includes project management checklists that review and ensure that all effected groups review new equipment installations; or by site management, where a safety committee reviews changes to existing equipment or materials. Any new or modified equipment requires training and a pre-startup audit review. Various members from safety, operations, and management will also review proposed changes.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

These programs, along with daily, pre-startup, and yearly surveys/assessments, have been successful in providing us with a method to help indentify problems and hazards with new or modified equipment before said equipment is put into service.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

We are in the process of changing our seed layout process. We are going to first, lay out the rows/bags of seed in totes, then, stack the totes in tubs and put them on roller table. Last year we used folding tables on wheels, along with several carts. We are trying to be more efficient and have better ergonomics using the roller tables. We will need to conduct an ergonomic assessment once changes to the seed layout process are complete.

**Responsibility:  Greg Feather and Safety Committee**

**Expected Completion Date:  12/31/2014**

PROGRAM ELEMENT: **WORKSITE ANALYSIS**

SUB-ELEMENT: **ROUTINE INSPECTIONS**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/16/2014

REPORT PREPARED BY: Herb Doering

1. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

The site conducts multiple safety inspections which cover every facet of our campuses. Depending on the item (materials, equipment or facilities) safety inspections are conducted on an annual, biannual, monthly, weekly, or quarterly basis. Every year a State certified professional inspects all fire extinguishers in our facilities and our equipment. Four times a year the fire alarm systems are inspected; twice by a licensed contractor and twice by site employees. All corded shop equipment and extension cords are inspected on a quarterly basis and marked in accordance with OSHA requirements. Monthly all fire extinguishers, ladders, general facility housekeeping, electrical panels, emergency and exit lights, site first aid centers, AED and safety supplies, hazardous waste, pressure and vacuum relief devices, shop vacuums, forklift and powered lifts, vehicles, and tractors and combines (seasonally) are inspected. All facility safety showers and eye was stations are tested weekly. The importance of these inspections is highlighted by the fact that all managers, full-time and part-time staff perform them on a rotating basis. If any item is found missing, defective, or in need of repair/replacement, the item is added to the Corrective Action Log where is addressed by the Safety Committee and tracked through to resolution. To emphasize, all employees on site are involved in the inspections at some level and are acutely aware of the safety concerns to be aware of when using a piece of equipment, ladders, extension cord etc.

We also utilize a Hazard Recognition Program as developed by our corporate ES&H team. The program was devised to educate all employees about recognizing hazards while performing inspections as well as doing daily work activities. It is also a guide to be used in following up and closing out items as listed on our Corrective Action Log. Our employees are educated on hazard recognition via monthly trainings, area and process evaluations, and incident analyses such as our monthly safety inspections, writing site-specific JSAs, compiling incident investigation reports, pre-startup procedures and guarding surveys.

1. EVALUATION/EFFECTIVENSS OF CURRENT PROGRAM

Routine inspections are an excellent way for employees to review the different areas of the site where they work. Appropriate training on how to identify potential hazards during inspections adds another beneficial edge to our already dynamic staff. A rotation list of assigned employees for the monthly inspections allows for fresh perspective every time an inspection is performed. Logging deficiencies of an inspection in our Corrective Action Log allows us to review these deficiencies as a site and reflect on what the appropriate mode for correction might be: i.e. in the past we have evaluated the pros and cons of repairing an item versus replacing it. This dialogue promotes a community of workers with functionality and safety in the forefront of everyone’s mind.

1. FUTURE ACTIVITIES FOR IMPROVEMENT

Routine inspections should be anything but “routine”. They are done on a regular basis, but it is a forever changing process. We receive new equipment, change vendors, modify our workflow, and update our staff throughout the year. We must maintain our training standards, modify our cycle of inspectors and accommodate for new technologies and talents. Beyond all of this, there are still a couple of areas we have identified for improvements for 2014.

Minimizing the time an item stays on the Corrective action Log is the best way to ensure a functional and safe working environment. Though the Safety Committee does an excellent job of reviewing the Corrective Action Log, the timeliness of completing items on the log needs to be improved. Site management and the Safety Committee must work together to complete items sooner to allow employees to perform their jobs efficiently.

We will continue to ensure that JSAs are documented and reviewed for every task performed in our facility. This will provide the foundation needed for understanding how a job can be performed safely and will also provide the basis for hazard recognition.

**Responsibility: Laron Peter, Loren Trimble, and the Safety Committee**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **WORKSITE ANALYSIS**

SUB-ELEMENT: **HAZARD REPORTING SYSTEM FOR EMPLOYEES**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/16/2014

REPORT PREPARED BY: Herb Doering

1. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

There are several methods available for employees to report a hazard at the site. Employees may report ‘verbally’ to any full-time staff or any member of the safety committee. The manager has an open door policy for employees to communicate any safety observations or concerns that they may have. Employees have been empowered to shut the job down if they consider it unsafe. Employees are trained to document hazards on the hazard reporting form or the Global Incident Report (GIR) system. The other methods for reporting potential and existing hazardous conditions include: near miss reports, first aid, incident investigation reporting forms, corrective action log, weekly staff meetings, monthly safety inspections and monthly safety committee and employee meetings.

New employee orientation, safety meetings and Take 5s all incorporate aspects of actual reporting of incidents and reinforcing the need to be observant for hazards. All hazard reports shall be reviewed with the site manager when applicable. These reports and GIRs are shared with all employees in the monthly safety meetings. Upon completion of the hazard reporting form it is filed at the site for future reference.

1. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

The current program has encouraged more employee ownership in correcting identified hazards. The reporting system provides a means for employees with a concern to go directly to the responsible person and have it corrected. The system also provides a means to report hazards anonymously if the employee so desires.

**Responsibility: All Employees**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **MANAGEMENT LEADERSHIP AND EMPLOYEE INVOLVEMENT**

SUB-ELEMENT: **INDUSTRIAL HYGIENE PROGRAM**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 2/10/2014

REPORT PREPARED BY: Khris Jinks

l. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

At the site the site-specific Industrial Hygiene (IH) program includes six important policies: Bloodborne Pathogen exposure, Ergonomics, Hazard Communication, Hearing Conservation, Respiratory Protection, and Engineering Controls. The Site requires Industrial Hygiene monitoring. This monitoring is another way Monsanto is focused on keeping employees safe. Results from IH monitoring provide information on what hazards employees are exposed to. This allows us to provide the necessary controls that could limit the hazards they are exposed to. There are several types of IH monitoring the Gothenburg site utilizes. A licensed audiologist conducts audiometric exams upon hire, annually, and upon exit. Respirator medical evaluations are conducted annually as are fit tests. Individual employees are tested for dust and noise exposure and this helps to determine tasks and areas of our site that require hearing and respiratory protection.

A large part of our IH program is the ergonomics policy. This policy allows us to better understand how ergonomics come into play at the site. Each task on site receives an ergonomic assessment. The ergonomic team reviews these assessments and makes necessary improvements to reduce risk. At each monthly safety meeting, an ergonomic topic is discussed.

An example of how ergonomics play an important role in our site’s safety program, two improvements have been made on the shelling line. The site has purchased hearing protection muffs that not only meet OSHA and corporate requirements, but also gives employees the option to use MP3 players while wearing hearing protection. The other improvement made is the way dust collection is handled. A dolly for the dust collection barrel was purchased. This allows employees to dump the 55 gallon barrel by rolling it instead of carrying it to the dumpster.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

The effectiveness of the Industrial Hygiene Program is done through IH monitoring, training and periodic assessments. By conducting audiometric exams, fit tests, and dust and noise exposure evaluations helps keep employees safe.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

An improvement that is planned for 2014 is to add rolling tables to the shelling line. By using rolling tables, this will eliminate the need to bend while lifting samples off carts. Also, updating the ergonomic mats at the shelling line is planned.

**Responsibility: Site Management**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **WORK SITE ANALYSIS**

SUB-ELEMENT: **INVESTIGATIONS OF ACCIDENTS AND NEAR-MISSES**

REPORT FOR YEAR: 2013                               DATE OF EVALUATION: 1/31/2014

REPORT PREPARED BY: Nancy Slack

1. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

All incidents involving injury, illness, and near misses are investigated.  The investigations are used to determine what happened, what was went right and wrong, and what corrective measures should be taken to prevent reoccurrence.  An important aspect of the investigation is to determine the root cause(s) of the event.  Corrective measures are then developed with associated date estimates for completion and accountability.  Investigations remain open until the corrective measures are completed.  Non-fatality incidents must be reported within 24 hours. Fatality incidents, incidents where multiple injuries are accrued, or illness incidents, must be reported within 8 hours to the site manager, safety technician, and corporate assigned ES&H generalist as well as his/her corresponding administrative assistant.

Incident reports are reviewed in the monthly safety committee meeting and with all employees either during the morning ‘Take 5’ meetings or the site’s monthly safety meeting. All safety leads are also expected to participate in the monthly safety call which discusses all incidents that occurred company wide.

1. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

Corporate has implemented an Incident Management System Hotline.  This hotline is staffed 24-hours a day with nurses trained and ready to assist all callers with proper management of and appropriate response to incidents. Corporate occupational medicine physicians and nurses are available for consultation.  A Global Incident Reporting system, or GIR, is also utilized to summarize what occurred during the incident and to classify the type of incident regardless of classification: near miss, first aid, or recordable. All sites share their information regarding site incidents as an effort in continuous improvement in safety, hazard reporting and communication.

1. FUTURE ACTIVITIES FOR IMPROVEMENT

The facility will continue to review and discuss incidents at monthly safety meetings as they occur. We will also strive to do our best in near misses reporting.  We are going to work on posting flow charts on how to report accidents/incidents and near misses.

**Responsibility: Stacy Anderson**

**Expected Completion Date 12/31/2014**

PROGRAM ELEMENT: **WORK SITE ANALYSIS**

SUB-ELEMENT: **TREND/PATTERN ANALYSIS**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/16/2014

REPORT PREPARED BY: Karen Morris

I. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

Despite the Sites high propensity to thwart incidents throughout the company by developing a safety-conscious mentality and work environment, they do occur. Regularly, our corporate ES&H team conducts a trend analysis, in which the team compiles all incidents throughout the company’s seed division, considers different tasks and scenarios and evaluates whether or not changes should be made. As a trend analysis is concluded, the ES&H team may roll out updated or new policies and procedures to address an incident that has occurred and prevent it from happening again in the future.

An example of an incident that would prompt a trend analysis would be falling in a parking lot at wintertime as a result of snow and ice accumulation. In response to such an incident, a snow and ice removal team would be established, whereby team members would be responsible for addressing and clearing wintery conditions from a company parking lot prior to employees or visitors arriving in mass. This would minimize the potential of any person slipping on ice as they exited a vehicle, crossed a parking lot, or traversed the sidewalk.

Our site’s Behavioral Based Safety (BBS) program was established in 2012, and we have continued this young program through 2013. This program consists of representative employees, both part time and full time from both the Water Utilization Learning Center and the Research Station. Collectively, they audit personnel while conducting tasks and modify workflows or protocols as needed to ensure all employees continue to abide by policy and perform optimally while being safe.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

Employees were subjected to 10 BBS audits in 2013, which means we did not reach our goal of >20 audits as set from the previous year. In keeping with the performance from 2012, non-committee members were audited, but never participated in conducting an audit. While auditing, three at-risk behaviors were recognized. At-risk findings pertained to repetitive motion for long periods at a time, not bending at the knees when lifting objects off the ground, and maintaining a slumped posture while moving between objects on the ground to pick them up. Subsequently, knowledge was transferred to the staff regarding rotating tasks and using proper ergonomic practices. In the process of recognizing at-risk behaviors, addressing them and implementing a change, we were able to prevent some potential injuries to our employees.

In 2013, the Site experienced 1 recordable and 1 serious near miss. The recordable that occurred involved damage done to a digit while dismounting machinery incorrectly. The serious near miss was rolling a combine in a ditch. Since then, employees at the Learning Center have recognized the need to keep employee safety and safety practices first and foremost in their minds as means of circumventing these occurrences in the future. The Learning Center has since then established in-season practices to address safety precautions: they now perform daily inspections of their equipment and hold weekly safety meetings as a team. In this capacity, they now have a constant reminder of the resulting incidents that led them to a recordable and near miss, and safe practices to abide by as a way of avoiding a reoccurrence in the future.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

In 2014, the BBS committee intends to address their lack of diligence in holding regular meetings. They have established a set meeting schedule for all of 2014, included reminders on their calendars. With the improved meeting schedule, the BBS will be better equipment to meet their observation goal for 2014. The committee has also communicated with management about their deficiencies in 2013 and their goals for 2014. By notifying management and creating calendar reminders, the committee is being held accountable of their actions. A final goal for the BBS committee is to train new BBS members as means of strengthening the team and to uphold 36 observations in 2014.

**Responsibility: BBS Committee**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **HAZARD PREVENTION AND CONTROL**

SUB-ELEMENT: **CERTIFIED PROFESSIONAL RESOURCES**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 01/27/2014

REPORT PREPARED BY: Stacy Anderson

I. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

The Site utilizes the services of several off-site Certified Professional Resources. Dr. Craig Bartruff with Medical Arts is the medical provider for the Site. He provides us with local guidance for our employees. Dr. Bartruff provides our site with many services such as, flu shots and biennial DOT physicals. The Hospital provides comprehensive emergency services, 24 hours a day, seven days a week. Pre-employment and DOT drug screens are administered by the Hospital through the direction of St. Louis Mercy Hospital.

Corporate ES&H provides a Centralized Medical Assistance (CMA) program that assists all sites with our Occupational Medicine (OM) needs. The CMA program works with our OM providers to ensure that they meet Monsanto required standards. The CMA program also works to ensure that the providers maintain results and conduct follow-ups on each test and ensures they communicate directly with Corporate. Our CMA program is a key component managing our respiratory and hearing evaluations.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

These certified medical professionals assist us in maintaining the health of our employees and help reinforce safe work practices with each employee they encounter. In the event of a medical situation we have an established relationship which allows for better case management.

The CMA program helps ensure the consistency and quality of our OM program maintenance. The CMA program contacted our site to let us know we were due for audiometric testing. In 2013, we utilized a mobile audiometric testing facility. This service really fit in well with our site operations as it added convenience for employees to be able to do testing on site rather than traveling two hours round trip to the nearest audiology testing site. We were pleased with the audiometric results and their efficiency in handling our hearing tests.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

The Site will continue to work with the CMA program to update employee records and improve management of respiratory and hearing records. To better capture changes in our employees’ health we are going to place all employees on an annual schedule for systematic review and testing.

**Responsibility: Kendra Boyd & Stacy Anderson**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **HAZARD PREVENTION AND CONTROL**

SUB-ELEMENT: **HAZARD ELIMINATION AND CONTROL METHODS: ENGINEERING AND ADMINISTRATIVE CONTROLS**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/29/2014

REPORT PREPARED BY: TJ Brown

1. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

The Shellmatic update has been placed on hold for another season because of the development of new technology that will be able to perform 2-3 operations at the same time with minimal moving parts. This should speed up the process, improve quality and data, and make it safer and quieter. However, we did implement a new label printing program that requires only one scan and automatically inputs kernel weights from the scale.

We purchased a leaf shredder, but it did not have enough capacity to shred corn leaves so it proved ineffective. So we need to do a bit more research to find one that can safely perform this task. A leaf blower was purchased to perform combine blow downs and it proved to be very helpful in removing debris buildup. We will likely purchase a second one in the case that we need to separate combines, so each operator has access to one.

1. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

The current program is effective because it addresses common injuries associated with job tasks that are performed across the company. This information is evaluated by Corporate and local ES&H personnel to explore options and find effective engineering or administrative controls to decrease or eliminate potential hazards.

1. FUTURE ACTIVITIES FOR IMPROVEMENT

Ergonomic evaluations revealed that excessive bending and stooping was being performed in our shelling processes. The majority comes from loading and unloading carts. To alleviate this, we developed the plans to install rolling tables between layout tables that will hopefully replace the use of carts to stack totes on. This way the totes will be placed on the conveyor right off of the tables and this will limit the number of times each stack of totes is handled.

**Responsibility: Site Management**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **HAZARD PREVENTION AND CONTROL**

SUB-ELEMENT: **HAZARD ELIMINATION AND CONTROL METHODS: WORK PRACTICE CONTROLS AND HAZARD CONTROL PROGRAMS**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/29/2014

REPORT PREPARED BY: TJ Brown

1. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

These controls are managed through programs like LOTO, WPS, Ergonomics, and JSA’s. Each employee is assigned or chooses to train on topics throughout the year. All topics are covered before an employee performs a task for the first time, and each JSA is covered annually. A safety training calendar is established with dates that accommodate our busy seasons. Housekeeping inspections are rotated across employees on a monthly basis as well.

1. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

The effectiveness of this program is evident by the employee involvement in the program. Reviews being done on a regular schedule provide more feedback due to the smaller amount of information being handled at a time. This process holds the employees accountable and makes the site safer by providing an interactive level of awareness.

1. FUTURE ACTIVITIES FOR IMPROVEMENT

We will continue to abide by the scheduled trainings we have designated to coincide with workloads. We will be merging QMS training into the Safety training calendar to provide better structure and coverage of site safety and quality.

**Responsibility: Stacy Anderson**

**Expected completion: 12/31/2014**

PROGRAM ELEMENT: **HAZARD PREVENTION AND CONTROL**

SUB-ELEMENT: **HAZARD ELIMINATION AND CONTROL METHODS: SAFETY AND HEALTH AND DISCIPLINARY RULES**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/29/2014

REPORT PREPARED BY: TJ Brown

1. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

The Facility has established general safety and health guidelines for employees, visitors and contractors. Safety and health rules are provided in the Safety Handbook, the Temporary Employee Handbook, and procedure ESH003-General ESH Rules. Other ES&H procedures provide more detailed requirements. In addition to establishing these rules, the site has implemented a corrective action policy that all employees are expected to abide by. This corrective action policy outlines Standard Conduct as well as the corrective action to be taken should issues arise. It also outlines activities that justify immediate termination.

1. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

Since safety is the responsibility of everyone at the site, presentations and trainings are distributed amongst the staff to cover at safety meeting or during morning “take 5” (5 minutes set aside for safety). Accountability and Discipline are topics that are covered in initial training and reinforced throughout the year, so they are known and understood as well.

1. FUTURE ACTIVITIES FOR IMPROVEMENT

 Our site will continue to enforce the corporate corrective action policy.

**Responsibility: Jerry Garcia and Site Management**

**Date of Completion: 12/31/2014**

PROGRAM ELEMENT: **HAZARD PREVENTION AND CONTROL**

SUB-ELEMENT: **HAZARD ELIMINATION AND CONTROL METHODS: PERSONAL PROTECTIVE EQUIPMENT**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/29/2014

REPORT PREPARED BY: TJ Brown

1. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

Personal Protective Equipment (PPE) requirements are established through IH Monitoring, Hazard assessment for PPE, Job Safety Analysis, and MSDSs. The PPE required for each specific area and job task in the facility is described along with the sources of potential hazards. The respiratory protection procedure, personal protective equipment procedure, hearing conservation procedure and the general facility safety rules cover general and specific PPE requirements for all employees, visitors and contractors.

MP3 compatible hearing protection was provided this year that allowed employees to listen to music while protecting their hearing. The headsets filter outside noise and limit the intensity of the music to acceptable levels.

The Water Utilization Learning Center, along with the help from Breeding station staff, hosted Ag safety day again this year. This event continues to expose new groups to the importance of PPE and working safely. The presentations and hands on activities allowed the kids to take safety home with them to share with their parents and incorporate into their daily lives.

1. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

Due to routine evaluations on PPE requirements and needs, the facility is able to maintain an adequate supply of PPE available in all areas in which it is needed. Feedback on comfort as well as added instruction to reinforce the proper use of PPE enables employees to find the PPE that works best for them.

1. FUTURE ACTIVITIES FOR IMPROVEMENT

Continue to promote the use of proper PPE on and off the job. Promote community awareness of the importance of PPE through our Off the Job Safety (OTJS) program.

**Responsibility: All Full Time Employees**

**Expected Completion: 12/31/2014**

PROGRAM ELEMENT: **HAZARD PREVENTION AND CONTROL**

SUB-ELEMENT: **PROCESS SAFETY MANAGEMENT**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/31/2014

REPORT PREPARED BY: Stacy Anderson

*This sub-element did not pertain to the Gothenburg site in 2013.*

PROGRAM ELEMENT: **HAZARD PREVENTION AND CONTROL**

SUB-ELEMENT: **OCCUPATIONAL HEALTH CARE PROGRAM**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/29/2014

REPORT PREPARED BY: Stacy Anderson

I. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

Corporate recognizes the important role of an occupational health professional to assess, evaluate, and treat injuries and illnesses. Corporate ES&H team consists of many occupational health care professionals. Dr. Amir Wolfe, a licensed medical doctor, along with Elaine Brown, an Occupational Health Nurse, are valuable resources that we communicate with regularly via telephone and e-mail. We also utilize Corporate ES&H resources such as the Centralized Medical Assistance (CMA) program. This program assists us in maintaining records and scheduling for our local Occupational Medicine (OM) program with more quality and consistency. These OM professionals also provide us with a portion of our site training.

Along with corporate occupational health care professionals we also utilize local off-site medical services. Dr. Craig Bartruff with Medical Arts is the medical provider for the Site. Comprehensive emergency care is available to our employees 24 hours a day and seven days a week, through the Memorial Hospital, which has an occupational medical department. We also utilize a mobile audiometric testing service, Examinetics, for our annual hearing tests. Along with providing testing services, Examinetics also provided our employees with annual training.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

The access to the occupational health care providers and the CMA program ensures that we have the most up-to-date information regarding medical regulations affecting our site. We also have a well established relationship with our off-site occupational healthcare providers and this allows for greater convenience for our employees.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

We will continue to utilize both corporate and off-site medical providers to meet the occupational health care needs of the facility.

**Responsibility: Kendra Boyd and Stacy Anderson**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **HAZARD PREVENTION AND CONTROL**

SUB-ELEMENT: **PREVENTATIVE/PREDITIVE MAINTENANCE**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/15/2014

REPORT PREPARED BY: Herb Doering

1. ACTUAL PERFORMANCE/ACTIVITES CURRENT YEAR

The most important part of our preventative and predictive maintenance program is the systematic program of safety ‘checks and reviews’. It is especially critical to take the time to inspect equipment before each season begins so potential problems can be identified and fixed before they become a safety hazard. While performing the preventative and predictive maintenance the equipment is lockout/tag out (LOTO). If a problem is identified during the maintenance and the equipment is deemed unsafe the LOTO is maintained performed until issue(s) can be resolved.

At the site the workload becomes very heavy on the Research side when our winter nurseries come with a relatively short window of time to get the products manufactured. In response to short but busy timeline we have a preventative maintenance program for the bulk and single ear shellers, bulk counting machines and seed treaters which consists of insuring all protective guards are in place and all belts, bearings, gearboxes and filters are checked and in good working condition. All compressed air fittings are inspected to confirm that they are in good shape and that the corresponding machine they are place on will operate at a safe noise level. Any identified problems are quickly resolved and the machines are ready for the season.

All farming equipment has an inspection form that is filled out when used on a daily basis. In addition this equipment is serviced annually by Landmark who checks and services all gearboxes, the electrical system, the hydraulic system, the cooling system and performs any other adjustments to insure safe operation of the equipment. Some machines are inspected by the manufacturer technicians who complete repairs as needed. The forklift is inspected annually by the vendor company. Our trailers are DOT inspected each year by an outside vendor. All vehicles such as pickups and vans are inspected on a monthly basis and needed service is provided by commercial garages that also repair any additional items found during their inspections. The fire extinguishers are serviced annually by Quality Fire Extinguishers. The same is true of our fire alarm systems which are inspected every 6 months by Nebraska Safety and Fire. The trams are utilized by the Learning Center to transport approximately many visitors each year. The trams are thoroughly inspected prior to the start of their season, and then are inspected daily prior to use. The all terrain vehicles inspected daily prior to use and then receive an annual inspection by a licensed mechanic at the end of the year. All safety showers and eye wash stations are tested weekly to ensure their functionality in the event they are needed. In addition to all the above activities the site also conducts monthly housekeeping inspections of such items as fire extinguishers, emergency lights, ladders, electrical cords, forklifts, and powered jacks and hazardous waste.

1. EVALUATION/EFFECTIVNESS OF CURRENT PROGRAM

The preventative and predictive maintenance program allows us to repair our equipment/machinery before it is used during the busy season. Also, by checking it on a daily basis prior to use and combined with the annual inspection (where appropriate) ensures that we keep our downtime to a minimum and promotes a safe environment for our employees and guests.

1. FUTURE ACTIVITIES FOR IMPROVEMENT

At the Gothenburg site we will continue to do our annual inspections of our machinery, along with the daily inspections to make sure all equipment is in good working condition and is safe to operate. Our vehicles and all all-terrain vehicles will continue to receive the appropriate inspections to ensure they are safe to operate. In addition, we will continue to perform the weekly/monthly/semi-annual inspections of the fire extinguishers, ladders, extension cords, safety showers, alarm systems etc. to ensure our employees are working in a safe environment with proper tools/equipment. We will continue to implement/modify safety procedures as necessary.

Our team has identified some preventative maintenance improvements for 2014. We are currently making changes to the shelling line to improve the efficiency and make it more ergonomic friendly. We are reviewing the contractor guest program on a monthly basis to ensure the prompt availability of the proper contractors on a timely basis.

**Responsibility: Kendra Boyd and Geraldo Garcia**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **HAZARD PREVENTION AND CONTROL**

SUB-ELEMENT: **TRACKING OF HAZARD CORRECTION**

REPORT FOR YEAR: 2013                                DATE OF EVALUATION: 1/30/2014

REPORT PREPARED BY: Nancy Slack

I.          ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

The site utilizes a corrective action log and the Global Incident Reporting (GIR) system to track hazard corrections.  The corrective action log is a site log that lists the deficiencies to be corrected, the employee responsible for completion, the date issued, date due, date completed, and the source of concern.  Corrective action items are addressed monthly by the safety committee.  The GIR system allows for individual employees to enter safety issues that they experience on the job.  The GIR system tracks near misses and other safety incidents by capturing the necessary information to determine hazard deficiencies.  Employees are prompted to use this system upon recognizing a safety issue.  The GIR information is received by the ES&H generalist and site safety lead to allow for proper attention to each issue.

II.         EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

Along with station housekeeping, a monthly station walk through is conducted with the managers and safety lead to find any hazards.  These hazard findings are then recorded into the corrective action log.  The corrective action log is then reviewed during the safety committee meeting to close out items and address items that are still open.  The GIR system serves as an additional resource to capture incidences or near misses that cannot be captured on the corrective action log.  The effectiveness of our GIR system is evident by the amount of information that we have been able to capture and share through our safety network.

III.        FUTURE ACTIVITIES FOR IMPROVEMENT

Continue to have employees log corrective action items and use the GIR system.  As a site we will continue to review items as well as communicate these items during meetings. We will also share our walk through information between sites to find improvements. Also, we would like to improve on the time it takes to complete items on our corrective action log.

**Responsibility: Stacy Anderson**

**Expected Completion Date: 12/31/2014**

PROGRAM ELEMENT: **HAZARD PREVENTION AND CONTROL**

SUB-ELEMENT: **EMERGENCY PREPAREDNESS**

REPORT FOR YEAR: 2013                                DATE OF EVALUATION: 2/7/2014

REPORT PREPARED BY: Nancy Slack

I. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

The Facility has written and implemented an Emergency Response and Evacuation Plan (EAP).  This plan covers the following: emergency telephone numbers, outside emergency contacts, equipment and alarms used, evacuation routes with designated meeting points, fire, tornado shelter, and protestors. Throughout the facilities, site maps have been posted by door entrances; these maps serve as a way to communicate and remind employees, contractors, as well as visitors, of the designated emergency shelters, meeting points and egress paths.  The facilities have designated employees to shut off gas, electrical and water mains, if necessary.  On an annual basis or when a significant change has been made to the facility, the safety committee reviews and makes necessary changes to the response and evacuation plan. This plan is communicated with new and seasonal employees as well as contractors/guests during orientation and then annually thereafter.

With pesticide exposure being one of our more serious risks, the site is working on a Pesticide Exposure Drill with our local volunteer fire department to be held prior to our pollination season. We are in the process of developing a decontamination trailer/tent to use in the event of a pesticide exposure in the field. As a site, we also conduct annual fire and medical emergency drills.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

The facility utilizes portable radios, phone intercoms, air horns, weather radios, and cell phones to notify personnel in the event of an emergency. During our busy season we employed a site nurse that reduced serious field safety risks for our employees such as heat stress.  All full-time and year-round part-time employees are first aid and CPR/AED trained and receive refresher training annually. We have also added one more safety person to the Gothenburg Learning facility.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

The facility will continue to perform annual drills to ensure that the systems in place are effective and all employees understand their responsibilities and roles.   We invite the Gothenburg Fire Department for site tours to familiarize them with the activities and locations of potentially dangerous situations. We are planning to more severe weather awareness training at our site.

**Responsibility: Safety Leadership Team**

**Expected Completion: 06/30/2014**

PROGRAM ELEMENT: **SAFETY AND HEALTH TRAINING**

SUB-ELEMENT: **MANAGERS, SUPERVISORS, AND PART-TIME EMPLOYEES**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/27/2014

REPORT PREPARED BY: Greg Feather

I. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

Safety training is done initially for all new managers, supervisors, and part-time employees. Safety orientation training includes, but not limited to “Safety Handbook,” Bloodborne Pathogen, Contractor Safety, Driver safety, Emergency Action Plan, Ergonomics, Fire Prevention, Hazard Assessment-PPE, Hazard Communication, Recognition and Reporting, Job Safety Analysis, Field Equipment, Field Sanitation and Heat Stress Prevention and Response. Once new managers, supervisors, and part-time employees have received their initial safety orientation, other topics are covered during monthly trainings. These may include Elevated Work/Fall Protection, Equipment Safety, Worker Protection, Confined Space Entry, Hot Work Permits, Lockout/Tagout, Ladder Safety and Hand Safety.

Refresher training is completed according to a rolling five-year training calendar based on OSHA and Corporate requirements. This information is recorded into a site training matrix by individual employee. The use of the training matrix ensures that all employees have received required training. When new hazards arise that require site awareness they are addressed in seasonal and weekly meetings. We also have an employee lead ‘Take 5’ safety meeting each morning. The safety lead, along with other supervisors, attends a yearly 2-3 day Monsanto training conference. The conference includes safety program reviews along with the Ergonomic training and train-the-trainer for Level 2B Driving and Forklift.

Since all managers and supervisors are members of the Emergency Response Team, Monsanto requires these employees to receive annual CPR/AED, Bloodborne Pathogen and First Aid Training. A certified trainer leads this training annually. We also have seasonal field safety training for our field supervisors that is lead by our Occupation Health Professionals.

Along with the site safety lead, some members of management are also trained for the contractor/guest program. This program is to ensure contractors and guest that are come on site follow safety guidelines; there is a refresher for this course every three years.

This past year, two employees were trained as Ergonauts. It was a one-day training that covered many aspects of ergonomics such as: why we need Ergonomics, risk factors, awkward posture, repetitive motion, and stretching. He also covered IH003 Program itself along with the evaluation forms.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

The managers, supervisors, and part-time employees take an active part in safety. Each member takes ownership of one of our safety programs. Some monthly safety trainings are lead by supervisors and managers. We also have safety professionals come to the meetings and assist in training. Corporate has a yearly Right Side of Road Level I Driving training "Handling your Vehicle". It provides yearly up to date information. As part of corporate ES&H continuous improvement, safety leadership training (Safety Leadership Training I) has been developed for people manage to help site management cultivate a safety culture at their site. All four site managers attended this training in 2013.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

An additional leadership training (Safety Leadership Training II) has been developed for people managers to build on what they learned in the first training. All site management will attend this training in 2014. We will continue to ensure that training requirements for managers, supervisors, and part-time employees are being completed in a timely manner and properly recorded in the employee training matrix.

**Responsibility: Stacy Anderson and Site Management**

**Completion Date: 12/31/2014**

PROGRAM ELEMENT: **SAFETY AND HEALTH TRAINING**

SUB-ELEMENT: **SEASONAL EMPLOYEES**

REPORT YEAR: 2013 DATE OF EVALUATION: 1/27/2014

REPORT PREPARED BY: GREG FEATHER

I. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

New seasonal employees receive initial safety orientation training before they start work. Safety orientation training includes, but is not limited to: “Handbook for Field Workers”, Basic Safety Guidelines, Job Safety Analysis, PPE, Reporting Problems and Injuries, Emergencies, Bloodborne Pathogen Awareness, Worker Protection Standard, Outdoor Hazard Recognition, Level l Driving, Heat Illness Prevention, Field Risk (rodents, insects, slips and trips) and Disciplinary Policy. Both English and Spanish versions of training are provided to accommodate our entire workforce. Additional safety training is provided as needed for the task that is preformed. Safety orientation is given by the safety technician with the help of other supervisors.

In 2013, the site will continue to have Parent Orientation for the summer crews. The orientation is a requirement for all parents of first time minor field workers. We had an excellent turn out and more than 90% of parents attended. The orientation was an informational evening that included employee expectations, safety risks, and a chance for parents to meet the summer site nurse. As a safety team, we feel this orientation improved our summer employees’ response to heat stress and improved overall communication between Monsanto and parents.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

Having the safety orientation training before the seasonal employees start is critical and mandatory. It gives the employees an expectation of what is expected and the environment they will be working in. There are many returning seasonal employees. We have the safety orientation training for everyone each year. It is a good refresher and a reminder as heat stress is a concern every year especially in July during pollinating. We also see a need to have better communication with seasonal employees about any health concerns during and after work. We have a nurse on site that helps with any first aid and safety issues that occur in the field. The nurse also has an end of the day talk with the seasonal employees.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

Our station will be continuing a Parent Orientation program at our site for summer crews. During this year's orientation, we will increase our efforts to educate parents about the importance of communicating work related health concerns with our summer site nurse, as well as provided them information on how a pesticide exposure will be managed.

**Responsibility: Kendra Boyd, Greg Feather, Karen Morris, and Jerry Garcia**

**Expected Completion Date: 7/1/2014**

PROGRAM ELEMENT: **SAFETY AND HEALTH TRAINING**

SUB-ELEMENT: **EMERGENCIES**

REPORT FOR YEAR: 2013                                DATE OF EVALUATION: 1/27/2014

REPORT PREPARED BY: Greg Feather

I. ACTUAL PERFORMANCE /ACTIVIES CURRENT YEAR

All employees must receive training on the Emergency Action Plan (EAP) during orientation, annually, and each time the plan is changed.  All managers and supervisors are members of the Emergency Response Team and therefore are the first line of defense in any emergency.  Each member of the team has a specific task to complete during an emergency, such as: emergency coordination, evacuation, utilities shut off, notification, asset protection, & first aid.  First aid, CPR/AED and Bloodborne Pathogen training for emergency response teams is required annually.  The emergency action plan response training covers: review of assigned coordinators and plans with employees; persons involved in emergency response teams; emergency preparedness at work video; alarm systems or methods of notification; meeting place and shelters; and evacuation routes.  Along with First Aid and CPR/AED, emergency response teams are trained in basic knowledge in the following areas: personal protective equipment during emergencies, fire extinguisher use, and utilizing emergency personnel including site personnel and other local emergency responders.

In 2013, the Volunteer Fire Department conducted a site visit to review our risk areas. Pesticide exposure is one of our more serious risks; the site conducted a mock exercise of pesticide exposure during pollination season. Field First Aid Training is also reviewed annually.  This includes, but is not limited to, the following: employee communication; severe weather emergencies and shelter/evacuation; pesticide chemical exposures and evacuation; environmental exposures i.e. heat, insect stings, and allergies; and slips, trips and falls.  Coordination of these trainings may take place in the form of table-top exercises, or simulated emergency drills.

The Learning Center improved how they provided water to their tour participants. Previous coolers were a trip hazard to participants. Now, the Learning Center has attached cooler stands to the back of trams. Bottles of water and Gatorade were also provided. Sunscreen, toilets and bug spray were available to the customers.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

Annual EAP training gives us the opportunity to review our plan and assure our plan is the most effective plan for our site.  The annual First Aid/CPR and AED training for our first responders has allowed them to be more aware of their responsibilities during an actual emergency situation and we feel this better prepares our team.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

The facility will continue to perform annual training to ensure that the systems in place are effective and all employees understand their responsibilities and roles. We will expand our readiness by participating in hands-on fire extinguisher training led by the local fire department. The site is continuing to work on our trailer for Pesticide Exposure with our local volunteer fire department. The County Emergency Response Trailer will be made available to our site along with local volunteer fire departments in the area. Our Learning Center will also continue to improve their plans on how to better handle emergencies during summer field tours.

**Responsibility:  Kendra Boyd and Safety Committee**

**Expected Completion Date:  12/31/2014**

PROGRAM ELEMENT: **SAFETY AND HEALTH TRAINING**

SUB-ELEMENT: **PERSONAL PROTECTIVE EQUIPMENT**

REPORT FOR YEAR: 2013 DATE OF EVALUATION: 1/30/2014

REPORT PREPARED BY: Khris Jinks

l. ACTUAL PERFORMANCE/ACTIVITIES CURRENT YEAR

The site provides all employees training on Personal Protective Equipment (PPE). The importance of PPE is first introduced during safety orientation. PPE training is also taught on tasks that the individual employee will be performing as part of his/her duties.

Job Safety Analysis (JSA) has been written and includes the proper PPE that should be worn while performing each job. All of our JSAs not only include the required PPE, but also the recommended PPE that would provide additional protection. An example of this is when an employee is working in the field; we recommend that he/she wear a hat, high top shoes, long pants and a long-sleeved shirt. These items are not required PPE, but are suggested to protect from sprains, rashes, bites, etc.

II. EVALUATION/EFFECTIVENESS OF CURRENT PROGRAM

The site had a Total Recordable Rate of zero in 2013. One reason for this accomplishment is the importance placed on always wearing the proper PPE. Annual audiometric and respiratory fit testing is another way Monsanto helps ensure employees are protected and that we are providing the proper PPE.

III. FUTURE ACTIVITIES FOR IMPROVEMENT

Each year our goal is to have a Total Recordable Rate of zero and 2014 is no different. The Gothenburg site will continue to provide PPE training and the proper PPE for its employees.

**Responsibility: All Employees**

**Expected Completion Date: 12/31/2014**

**Section E: Summary Chart of Merit or 1-Year Conditional Goals**

Please fill in the table below, using as many rows as necessary to summarize all of the goals currently awaiting completion of implementation, either from the previous year or the current year.

| **Goal** | **Status** |
| --- | --- |
| Goal 1: |  |
| Goal 2: |  |
| Goal 3: |  |

**Section F: 2013 SUCCESS STORIES & OUTREACH**

**Site:**

**Contact: Kendra Boyd**

**Phone: ---------**

Corporate, as a whole, prioritizes the safety and welfare of each of their employees. This is no exception at the worksite, where all employees hold each others safety in high esteem. Our team has demonstrated a healthy breadth of leadership, innovation and continuous improvement to our Environmental Safety & Health (ES&H) program throughout the year. Additionally, on several occasions, we have worked with the community as a way of improving community safety. As a result of these efforts, we have a workforce that arrives prepared with safety in the forefront of their minds and leaves work bringing that same mentality home with them, we work together to accomplish tasks safely, and we promote safety awareness to the community.

The site is in a constant state of assessment and improvement. Our employees review a workflow or set-up and question if it is the best practice or utilizes the best tools to accomplish a given task at hand. In many instances, our employees realize that a small change can have a large impact on a process. Such has been the case in the last year as we evaluated our lateral irrigation systems, our Lock Out/Tag Out processes, our delivery of hydration provisions to guests/employees and overall guest safety, the safety of our free standing equipment, the ergonomics of moving large-capacity drums, and the tools used for protecting our hearing.

The Water Utilization Learning Center offers one of the world’s largest outdoor classrooms available. A large number of people traverse though this area and are exposed to irrigation equipment in the fields. Because of the traffic from both employees and visitors, our lateral irrigation system was assessed and improved upon with regard to the visibility of certain components: risers, electrical cords, and electrical panels. Our assessment demonstrated that although our employees are aware of pinch points in our lateral systems, they are not as aware of the location of the specific components as listed above, nor are visitors trained to watch out for these components. As means of making these items readily visible to employees or visitors on site, reflective fluorescent tape was placed on risers, electrical panels, and around electrical cords. The result was a lateral system with its components prominently marked for all to see while working around or with the equipment.

The Site reviews Lock Out/Tag Out (LOTO) procedures for all machinery and building equipment annually. Not only does this maintain a level of familiarity between procedure and employee, but it also keeps us vigilant of where we may be lacking and need to improve to stay current with our new technologies or equipment. Upon working with our People Movers (tram cars involved in guest tours), we observed a trip hazard that needed to be addressed. Upon readying the equipment for LOTO, it was recognized that we had no procedure in place for this equipment. As a result, we developed a LOTO procedure for our People Movers and this too will be re-evaluated annually.

The Site recognizes the dangers associated with not staying hydrated and being outside during our hot growing season. Whether an individual is acclimated to the heat and works outside regularly, or is a visitor who is being exposed to unfamiliar temperatures, it is paramount that he/she stays hydrated. When providing tours of our growing plots at the Water Utilization Learning Center, hydrating refreshments are made available. It was realized, however that the way these beverages were provided created a trip hazard to individuals on our People Movers. Subsequently, a cooler stand was mounted to the back of our People Movers. This solution provided an ideal place for accessing hydrating beverages while not occupying floor space and posing a threat to our riders’ safety.

The Site heeds attention to our guests’ safety. Our site welcomes 4,000 guests on average, who all tour the Gothenburg Water Utilization Learning Center. To ensure all guests know what to do in the event of an emergency such as a tornado or fire, the site emergency action plan (EAP) is discussed and continually broadcasted on television screens throughout the Gothenburg Water Utilization Learning Center during guest tours. This enables guests to have a constant reminder of our EAP in the event of a site emergency.

Our site continually assesses the given status of any situation, and considers ways to improve upon it. During an assessment of our free-standing, pull-type equipment located in our site parking lot, we acknowledged the danger it posed when not being used: the potential for any piece of equipment to begin rolling and cause serious damage or death to property or people was recognized. In response to this situation, we instituted a mandatory use of wheel chocks on this type of equipment. We purchased several wheel chocks which are readily available for use outside of the building.

The worksite applies a great deal of attention to the work we do and how we can do it more ergonomically. Due to the nature of our corn shelling line, we have two dust collectors to capture dust during operation. One of our dust collectors deposits dust into a 55 gallon drum which is emptied on a regular basis. To empty the drum, it must be maneuvered across a large area to be dumped in our trash receptacle. This amount of movement, with an awkward and heavy drum, posed a risk to the employee who is dumping the drum. To mitigate the risk of injury to employees, a drum dolly was purchased and placed under the dust collection barrel. Now, when it comes time to cleanout the barrel, one must simply wheel it to the trash receptacle instead of carrying it while navigating around people and equipment. Not only does this promote a safe working environment, but it improves the ergonomics of the task.

The worksite is no stranger to work which requires the use of hearing protection. Our employees had been known to wear MP3 ear buds in their ears while using hearing protection earmuffs. An employee who works on our shelling line recognized the risk of wearing ear buds along with hearing protection muffs. Since the ear buds are worn inside the ear canal, the sound was concentrated to the inter-ear of the employee. As a proactive effort, this employee identified hearing protection muffs designed for MP3 usage. Not only do the muffs eliminate the use of ear buds, but they also manage the sound level of the music to a safe threshold of 82dB. Now, our employees can enjoy music while working and still protect their hearing.

Our employees understand the significance of a safe work environment. However, they know that once they leave work, it is just as important to bring that mentality home with them and promote safe practices while off the job, too. The Site recognizes the significance of their employees being safe at home so that they can return to work and continue being productive.

As means of looking out for their employees, the Site has procured take-home items to address specific off the job safety issues throughout the year. In 2013, our site employees each received emergency radios, an emergency checklist, and a can of Smoke Check (a smoke detector tester). Receiving these supplies provided an opportunity for our employees to discuss the significance of home preparedness should the event of a weather-related emergency, or home fire occurs. We discussed the information on the checklist card and how it applied to each of our own family’s needs.

As safety conscious people, we employees also understand the significance of promoting a safety conscious community. We recognize that safety begets safety and that promoting a safe attitude outside of work creates an understanding and enriched support system around us. As means of feeding this mentality, The Site is involved in promoting community involvement between employees and the public all the while getting a safety message out to as many individuals as we can. Our involvement with the community in 2013 led us to hosting driver training with an offsite instructor, providing a driving simulator to demonstrate the significance a seatbelt can provide when involved in a crash, educating kids on good driving practices before they’re behind the wheel, and donating provisions and time to a local food bank.

The worksite was fortunate enough to host the Level 2B and Level 3 driver training, this past year, which are training courses for employees who operate medium or heavy vehicles, respectively. This training was made available to site employees, as well as local sales employees for both DeKalb and Channel. The opportunity promoted our dedication toward safe work practices, and demonstrated our capacity to host a safety-focused event for the surrounding area. It also enabled us to have an offsite instructor, whose specialty was safe vehicle maintenance and operation, review our vehicles and trailers and highlight areas of good upkeep and areas that might need a little more attention. Our instructor also reviewed our program and offered details on how we could better meet DOT requirements. Collectively, it was a successful event which we intend to host again.

Educating the community on the impact of not wearing a seatbelt is an effort that the Site is proud of. We are a regional location for the Seatbelt Convincer, a machine that simulates a low impact crash (5-7 mph) which could apply a force on one’s body up to five times their own bodyweight. As a site, we make this machine available at various events where the community can experience it. Through this simulation, we can stress the significance of wearing a seatbelt, considering that most crashes occur at speeds much higher than 10 mph. It is our goal to bring seatbelt safety awareness to as many members of our community as possible.

The Site participated in a 6th Grade Outdoor Education program in 2013. During this program, our site stressed vehicle safety, with an emphasis on the importance of wearing a seatbelt and not texting while driving. Our goal is to leave a lasting impact on these students before they start driving, so that when they do begin to drive, they are aware of the dangers they and other drivers on the road will be exposed to.

Continuing on an effort initiated in 2012, the Site chipped in to donate goods and helping hands at a local food bank. Employees donated food items needed at the food bank and volunteered time to help organize and distribute food items to the public. The staff at the food bank was happy to receive the extra food items and helping hands. Our intention is to make our time and efforts to this food bank an annual donation.

The Site has a list of safety initiatives, efforts, developments and successes in 2013 exceeds those achieved in 2012. This demonstrates our commitment to continually better ourselves with regard to, not only our own safety, but the community’s as well. We have improved our Environmental Safety & Health program, provided more educational safety opportunities to the community, stepped up our efforts for off-the-job safety, and provided new products at work for the safety of our employees. The great thing about our successes this year is that our improvements not only came from safety committee members but also from those employees that are not on a safety committee. This is a testament to the safety culture at the Site.