

	KV POLICIES AND PROCEDURES EHS-POL-0002	
<h2>Health and Safety Policy</h2>		APPROVED BY: Michelle Stewart, Director of Environmental Safety and Health
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Knappe & Vogt Manufacturing Company (“KV”) is a global leader in the design, manufacture, and distribution of functional hardware, office and healthcare ergonomics and storage-related components for a wide variety of customers. We recognize that to be a successful company, the safety of our employees must be our top priority. For without their support and contributions, we will not succeed. To this end, KV has established this Health and Safety Policy.

Our Health and Safety Policy is:

- To provide a safe and healthful workplace for our employees and to prevent work-related injuries and illnesses.
- To develop and maintain health and safety policies, programs and standards to prevent workplace injuries, including use of minimizing risks through a hierarchy of controls (engineering, administrative controls, or personal protective equipment).
- We will meet or exceed all applicable local, state, and Federal health and safety regulations, including industry standards and customer requirements where they apply.
- To work together to continually improve our health and safety performance, with our end goal to achieve zero workplace injuries or incidents.
- To encourage a culture of employees being involved in proactive safety and accident prevention. Volunteering to serve on the Safety Team, reporting unsafe conditions or concerns, and watching out for each other can only enhance the KV’s efforts to prevent accidents.

To achieve our Health and Safety Goals, we each have responsibilities.

Management is responsible for:

- Communicating health and safety performance to all levels of the organization.
- Maintaining and providing support to the overall Safety and Health Program.
- Ensuring that employees are trained regarding safe working procedures, hazards associated with their job, and what safeguards are available to them.

- Establishing safe work practices and programs.
- Participating in and providing support for incident investigation, corrective actions, and health and safety improvements.

Supervisors are responsible for:

- Promptly reporting injuries or incidents to Management.
- Training employees on safe working procedures, hazards associated with their job, and what safeguards are in place.
- Reporting to Management when they observe unsafe conditions or actions which could cause an injury or illness.
- Participating in accident or incident investigations and corrective actions.
- Helping to ensure that employees work safely, such as wearing required personal protective equipment, use safety devices, and follow safe work practices.

All Employees are responsible for:

- Avoiding unsafe acts or conditions that could result in injuries or illnesses to themselves or others.
- Working safely and following all safe working procedures specific to their task.
- Reporting injuries or incidents, no matter how minor, to their supervisor and/or the Safety Department immediately.
- Not operating a machine or piece of equipment unless properly trained to do so.
- Not to remove any guard or other safety device unless authorized to perform maintenance or service on the equipment.

It is only by following our commitments and responsibilities in this Health and Safety Policy that we can achieve our goal of zero injuries.
