



Date Submitted: 08/15/2024

Submitted By: HR Manager

## Cell Phones Policy

At Karavan Trailers, we recognize the importance of cell phones for communication and convenience. However, we also prioritize maintaining a safe and efficient work environment. To ensure safety and productivity on the shop floor, we have implemented the following guidelines regarding cell phone use:

- Cell phone use on the shop floor is restricted to the minimum necessary.
- Employees are permitted to use their cell phones only during designated break times or in the case of urgent matters.
- Unauthorized use of cell phones during work hours on the shop floor may result in disciplinary action, up to and including termination.

This policy is in place to ensure both employee safety and workplace efficiency. Compliance is expected from all employees.



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Submitted by: HR Manager

## Karavan Trailers Dress Code

### 1. Professional Appearance

Karavan employees represent the company through their appearance. All employees are expected to maintain a neat, professional look suited to a manufacturing and office environment.

### 2. Safety First

- **Safety Gear:** Employees must wear all necessary safety gear, such as helmets, gloves, safety shoes, or any other protective equipment required in their role.
- **Clothing:** Avoid loose clothing, which can get caught in machinery. If clothing is loose-fitting, ensure it's properly secured to prevent accidents.
- **Jewelry & Hair:** All jewelry, especially necklaces and bracelets, should be minimal and secure. Long hair should be tied back or restrained.

### 3. Personal Hygiene

- **Cleanliness:** Employees must practice good personal hygiene to promote a respectful and pleasant work environment.
- **Odor-Free:** Maintain body odor control with regular bathing and deodorants. Avoid strong perfumes or colognes that may irritate others.

### 4. Tattoos and Piercings

- **Visibility:** Visible tattoos and piercings are acceptable as long as they are not offensive in nature.
- **Safety Concerns:** Piercings that pose a safety risk (e.g., dangling earrings) should be removed or covered in hazardous areas.

### 5. Footwear

- **Closed Toe and Non-Slip Shoes:** All employees must wear closed-toe, non-slip shoes that are appropriate for a manufacturing environment.
- **Maintenance:** Footwear should be well-maintained to ensure safety and professional appearance.

### 6. Compliance and Queries

Your appearance reflects Karavan's values of safety and professionalism. For any questions, please consult your supervisor or the HR Department.



## Hourly Attendance Policy

### Purpose

Regular attendance is essential. Upon employment, each employee accepts the responsibility to report to work during regularly scheduled hours, including overtime (mandatory or voluntary), and to remain at work as scheduled. Employees who anticipate being late or absent are expected to notify the company by calling **920-928-4100**.

When calling in, provide the following information:

- Your name
- Reason for absence or tardiness
- Expected arrival time or date of return
- Clock number
- Department/Supervisor

All calls must be made before the start of your scheduled shift.

If you know in advance that you will be absent, notify your supervisor or request paid time off (PTO) as soon as possible.

### Points-Based, No-Fault Attendance System

Karavan Trailers uses a Points-Based, No-Fault Attendance System. The following outlines how attendance infractions will accumulate points:

- Excused absences must be pre-approved by your supervisor. These will be evaluated on a case-by-case basis, considering events such as funerals, jury duty, military leave, and leave of absence. Excused absences or those falling under the Family and Medical Leave Act (FMLA) will not incur points.

- All other absences and tardiness are subject to the following point system:

Violation	Points
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## Hourly Attendance Policy

Late in (tardy) or early out (up to ½ hour)	½ Point
Late in (tardy) or early out (more than ½ hour)	1 Point
Absence	1 Point (Multiple consecutive days with daily call-in and a doctor's note will count as 1 Point)
No Call, No Show (failure to report absence)	2 Points
No Call for 2 consecutive days	Voluntary resignation

### Point Reduction System

- Points will expire and drop off your attendance record one year from the date of occurrence.
- If you maintain perfect attendance for 30 consecutive days, 1 Point will be deducted from your record at the end of the 30-day period.

### Disciplinary Progression

- 5 Points – Verbal Warning
- 6 Points – Written Warning
- 7 Points – Final Warning
- 8 Points – Termination

During the probationary period, only two unexcused absences are allowed. A third unexcused absence will result in termination.

This attendance policy applies to both full-time and part-time employees.



## Personal Protective Equipment Policy

### Purpose

Karavan Trailers is committed to maintaining a safe working environment for all employees. This PPE Policy outlines the requirements for personal protective equipment to ensure the safety and health of all employees. Proper PPE must be used to minimize exposure to workplace hazards that could result in injury or illness.

### Scope

This policy applies to all employees, contractors, and visitors who enter work areas where personal protective equipment is required. It includes guidelines for the selection, use, maintenance, and replacement of PPE.

### Responsibilities

#### Management:

- Ensure that appropriate PPE is available to all employees and that it meets the standards required for each task or area.
- Conduct regular assessments of the workplace to determine PPE requirements and ensure compliance with OSHA regulations and company policies.
- Provide necessary training to employees on the proper use, maintenance, and storage of PPE.

#### Employees:

- Wear the required PPE at all times as designated by the area or task.
- Maintain PPE in good working condition. Report any damaged or defective PPE immediately for replacement.
- Follow instructions regarding the correct use, care, and storage of PPE.
- Replace lost or damaged PPE at their own expense, if negligence is determined.

#### Supervisors:

- Enforce PPE requirements and monitor compliance within their departments.
- Address non-compliance with appropriate disciplinary actions, as per the company's disciplinary procedures.

### PPE Requirements

#### 1. Eye and Face Protection:



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Submitted By: HR Manager

## Personal Protective Equipment Policy

- All employees must wear **ANSI Z87+**-approved safety glasses or other protective eyewear when in designated areas or performing tasks that present a risk of eye injury.
- Safety glasses must be kept in good condition, and non-compliance will result in disciplinary actions as outlined in the Eye Protection Policy.

### 2. Head Protection:

- Hard hats must be worn in areas where there is a risk of head injury from falling objects or electrical hazards.
- Hard hats must meet **ANSI Z89.1** standards.

### 3. Hand Protection:

- Appropriate gloves must be worn when handling hazardous materials, chemicals, sharp objects, or when performing tasks that could result in hand injuries.
- Gloves must be selected based on the specific hazard (e.g., cut-resistant, chemical-resistant).

### 4. Hearing Protection:

- Earplugs or earmuffs must be used in designated high-noise areas (above **85 dB**) or during tasks that generate significant noise levels.
- Hearing protection must meet **OSHA 29 CFR 1910.95** standards.

### 5. Respiratory Protection:

- Employees must wear appropriate respiratory protection when exposed to airborne hazards such as dust, fumes, vapors, or chemicals, in accordance with OSHA's Respiratory Protection Standard **29 CFR 1910.134**.
- PAPR (Powered Air-Purifying Respirators) systems are available for certain tasks that require enhanced protection.

### 6. Foot Protection:

- Safety footwear must be worn in areas where there is a risk of foot injury from falling or rolling objects, punctures, or electrical hazards.
- Safety shoes must comply with **ANSI Z41** or **ASTM F2413** standards.

### 7. Protective Clothing:

- Flame-resistant or chemical-resistant clothing must be worn in areas where employees are exposed to fire, sparks, or hazardous substances.



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Submitted By: HR Manager

## Personal Protective Equipment Policy

### Non-Compliance

Failure to adhere to the PPE requirements may result in disciplinary action, including:

1. Verbal Warning
2. Written Warning
3. Final Warning
4. Suspension or Termination

Management reserves the right to skip steps in the disciplinary process based on the severity of the violation.

### Training

All employees will receive training on the following:

- Proper use and care of PPE.
- When and where PPE is required.
- How to inspect, maintain, and store PPE.
- The limitations of PPE.

Training will be provided upon hire and whenever new PPE is introduced or new hazards are identified.

## Environmental Policy & Commitment

# Karavan Environmental Policy & Commitment

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### 1. Purpose

To demonstrate Karavan Trailers' commitment to environmental responsibility, regulatory compliance, and continuous improvement in sustainability practices.

### 2. Policy Statement

Karavan Trailers is committed to protecting the environment through sustainable operations, responsible use of natural resources, and compliance with all applicable environmental regulations.

We strive to:

- Prevent pollution and reduce waste.
- Manage chemicals and solvents responsibly.
- Reduce emissions and energy consumption.
- Protect water and soil resources from contamination.
- Promote recycling and sustainable practices across all operations.
- Continually improve our environmental management systems.

### 3. Scope

This policy applies to all Karavan Trailers facilities, employees, contractors, and operations that may impact the environment.

### 4. Responsibilities

- Management: Ensure environmental objectives are integrated into strategic decisions and operations.
- Supervisors: Lead by example, enforce environmental procedures, and support training.
- Employees: Follow environmental procedures, report spills or unsafe practices, and contribute to sustainability goals.
- Safety Manager: Maintain compliance programs, reporting, training, and audits.

### 5. Compliance with Legal & Other Requirements

Karavan Trailers complies with all applicable environmental laws, regulations, permits, and customer requirements, including but not limited to:

- EPA (Environmental Protection Agency)
- Wisconsin DNR (Department of Natural Resources)



Date Submitted: 08/26/2025

Submitted by: Safety Manager

## Environmental Policy & Commitment

- OSHA standards (related to environmental health & safety overlap)
- Local municipal regulations

### 6. Continuous Improvement

Environmental performance is regularly reviewed through:

- Internal audits
- Corrective and preventive actions
- Annual environmental objectives and targets
- Employee training and awareness

### 7. Statement of Endorsement

This policy is endorsed by Safety Manager and represents Karavan Trailers' ongoing commitment to responsible environmental stewardship.

## Occupational Health and Safety Policy Statement

# Karavan Trailers LLC Occupational Health and Safety (OHS) Policy Statement

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### Commitment to Health and Safety

Karavan Trailers is committed to providing and maintaining a safe, healthy, and productive work environment for all employees, contractors, visitors, and the communities in which we operate.

We recognize that the health, safety, and well-being of our people is essential to our success, and we believe that all work-related injuries, illnesses, and incidents are preventable.

#### Our leadership will:

- Comply with all applicable health, safety, and environmental laws, regulations, and standards.
- Provide the necessary resources, training, and equipment to protect our employees.
- Continuously identify, assess, and control workplace hazards.
- Encourage open communication and participation in safety initiatives at all levels of the organization.
- Promote a culture where safety is an integral part of every decision and activity.

#### Every employee is expected to:

- Work safely and follow all safety procedures and policies.
- Use personal protective equipment as required.
- Report hazards, near misses, and unsafe acts immediately.
- Actively participate in safety training and improvement initiatives.

Together, through shared responsibility, active participation, and continuous improvement, we will achieve our goal of zero harm.

## **Occupational Health and Safety Policy Statement**

### **Objectives of this Health and Safety Policy**

The objectives of this Health and Safety Policy are to:

1. Prevent injuries and illnesses by identifying, assessing, and controlling workplace hazards.
2. Comply with all applicable health, safety, and environmental laws, regulations, and industry standards.
3. Promote a proactive safety culture where every employee takes responsibility for their own safety and the safety of others.
4. Provide adequate training, resources, and equipment to enable safe and efficient work practices.
5. Encourage active participation from employees, supervisors, and management in safety programs and initiatives.
6. Monitor and continuously improve our health and safety performance through regular inspections, audits, and reviews.
7. Communicate health and safety information effectively to all employees, contractors, and visitors.
8. Integrate safety into all business operations and decision-making processes.

### **Responsibilities**

#### **Management:**

- Lead by example, demonstrating a strong commitment to health and safety in all activities.
- Ensure compliance with all relevant health, safety, and environmental regulations.
- Provide the necessary resources, training, and equipment to maintain a safe workplace.
- Establish and maintain effective communication channels for safety matters.
- Monitor safety performance and take corrective actions when necessary.

#### **Supervisors and Team Leaders:**

- Enforce all health and safety policies, procedures, and rules.

## Occupational Health and Safety Policy Statement

- Conduct regular inspections to identify and correct unsafe conditions or behaviors.
- Ensure employees are properly trained and equipped for their tasks.
- Encourage and promote employee participation in safety programs.
- Investigate and report all incidents, near misses, and unsafe conditions promptly.

### Employees:

- Follow all health and safety policies, procedures, and safe work practices.
- Use personal protective equipment (PPE) as required.
- Immediately report hazards, unsafe conditions, and incidents to a supervisor.
- Participate in training sessions and apply the knowledge gained in daily work.
- Take responsibility for their own safety and the safety of their co-workers.

### Health and Safety Department:

- Provide guidance, training, and support on health and safety matters.
- Conduct inspections, audits, and risk assessments.
- Investigate incidents to identify root causes and recommend corrective actions.
- Maintain safety records and documentation.
- Promote a culture of continuous improvement in workplace safety.

## Compliance with Legal and Other Requirements

Karavan Trailers is committed to complying with all applicable health, safety, and environmental laws, regulations, standards, and other requirements relevant to our operations.

To ensure compliance, we:

- Regularly review and update our policies, procedures, and practices in line with current legal and industry requirements.

## Occupational Health and Safety Policy Statement

- Provide training to employees and supervisors on applicable safety regulations and their responsibilities.
- Maintain open communication with regulatory agencies, industry associations, and other relevant organizations.
- Conduct periodic audits and inspections to verify compliance with legal obligations and internal standards.
- Promptly correct any identified non-compliance issues and implement measures to prevent recurrence.

### Compliance Details:

Compliance mechanisms include regulatory monitoring, annual policy updates, mandatory training, regular audits and inspections, structured incident reporting, and continuous communication on compliance requirements.

## Risk Management

Karavan Trailers is committed to identifying, assessing, and controlling workplace hazards to prevent injuries, illnesses, and property damage. Risk management is an ongoing process integrated into all aspects of our operations.

We:

1. Conduct regular workplace inspections and hazard assessments.
2. Evaluate hazards based on likelihood and severity.
3. Apply the hierarchy of controls.
4. Monitor the effectiveness of controls and update as needed.
5. Provide training on hazard recognition and safe practices.

Risk management is the responsibility of all employees and leadership.

## Training and Competence

Karavan Trailers ensures that all employees have the skills and knowledge to work safely.

We:

- Provide induction training for new hires.
- Deliver job-specific training for hazardous tasks.

## Occupational Health and Safety Policy Statement

- Conduct regular refresher training.
- Assess competence through observation and testing.
- Keep training records updated.
- Train supervisors in safety leadership.

## Emergency Preparedness and Response

Karavan Trailers will maintain readiness to respond to emergencies such as fire, chemical spills, severe weather, and medical incidents.

We:

- Identify potential emergencies and plan accordingly.
- Establish evacuation routes and muster points.
- Train all employees in emergency procedures.
- Maintain emergency equipment in serviceable condition.
- Conduct regular drills.
- Review and improve plans after incidents or drills.

## Performance Monitoring and Improvement

We will monitor our safety performance through KPIs, inspections, audits, and employee feedback.

We:

- Track KPIs like incident rates, near-miss reports, training completion, and corrective action closure.
- Conduct inspections and audits.
- Analyze incident data and share lessons learned.
- Encourage safety suggestions.
- Hold management reviews to update policies and objectives.



Date Submitted: 08/18/2025

Submitted By: Safety Manager

## Occupational Health and Safety Policy Statement

### Statement of Endorsement

This Health and Safety Policy reflects our commitment to a safe and healthy workplace.

We expect all individuals to uphold its principles and participate actively.

This policy will be reviewed every three years or when significant changes occur.

#### Endorsement by Safety Manager:

Signature: *Juan Camarena*

**Name:** Juan Camarena

**Title:** Safety Manager

**Date:** 08/18/2025



Date Submitted: 9/24/2024

Submitted By: Safety Manager

## Safety and Health Policy

### Purpose

Karavan Trailers is committed to providing a safe and healthy workplace for all employees, contractors, and visitors. We prioritize the prevention of injuries, accidents, and illnesses through proactive safety measures and continuous improvement.

### Scope

This policy applies to all employees, contractors, and visitors at Karavan Trailers and covers all work-related activities and environments.

### Company Commitment

Karavan Trailers will:

- Maintain compliance with all relevant safety and health regulations.
- Provide appropriate training, safety equipment, and resources.
- Conduct regular assessments to identify and mitigate workplace hazards.
- Promote a safety-first culture where everyone is responsible for their own safety and the safety of others.

### Employee Responsibilities

Employees are expected to:

- Follow all safety guidelines and procedures.
- Use required personal protective equipment (PPE).
- Report any unsafe conditions, accidents, or near-misses immediately.
- Participate in safety training and emergency preparedness exercises.

### Incident Reporting

All incidents, injuries, or unsafe conditions must be reported to a supervisor immediately for investigation and corrective action.



Date Submitted: 9/24/2024

Submitted By: Safety Manager

## Safety and Health Policy

### Continuous Improvement

Karavan Trailers is committed to the ongoing review and enhancement of safety practices, based on employee feedback and safety performance.

<b>Safety Manager</b>	<b>Juan Camarena</b>
<b>Date and Signature</b>	<i>Juan C. Camarena</i> 09/24/2024

## Housekeeping Policy

Maintaining a clean and organized work environment is a crucial component of any safety and health program. Many safety experts agree that a facility's accident and injury history can often be reflected in its level of cleanliness. Facilities with poor housekeeping generally experience more accidents, while those with superior cleanliness tend to have fewer injuries.

Good housekeeping is essential to maintaining safety at Karavan Trailers. Clean and orderly work areas present fewer hazards for all employees, help prevent accidents and injuries, and boost productivity when cleanliness is maintained daily.

Good housekeeping reflects in the products we produce and the services we provide to our customers.

Karavan Trailers has developed a set of written housekeeping procedures and provides clear expectations and instructions for maintaining cleanliness in our company. Housekeeping will play a role in annual reviews.

Karavan Trailers follows the 5S methodology to maintain high standards of cleanliness: Sort, Set, Shine, Standardize, Sustain.

### **5S Guidelines:**

- Sort: The first step in creating a clean and organized space. It improves efficiency, helps increase quality, and boosts productivity.
- Set: Organize, identify, and arrange everything in a workspace.
- Shine: Regular cleaning and maintenance.
- Standardize: Simplify and standardize processes to make maintenance easier.
- Sustain: Maintain the improvements achieved through the previous steps.

### **Housekeeping Safety Procedures:**

- Keep work areas and storage facilities clean, neat, and orderly.
- Keep all aisles, stairways, passages, exits, and access ways free of obstructions at all times. Immediately clean up any spills of grease or water in transit areas.
- It is everyone's responsibility to clean up and pick up.

## Housekeeping Policy

- Do not place supplies on top of boxes or other mobile containers at a height where they cannot be seen from the floor.
- When stacking materials for storage, ensure the base is firm and level. Keep the stacks even and do not stack too high. Keep aisles clear and maintain adequate space to work.
- Do not allow unnecessary materials or supplies to accumulate.
- Return tools and equipment to their proper place when not in use.
- Trash and debris must be collected and disposed of properly (e.g., sawdust, metal shavings, etc.).
- When disposing of trash into garbage bins, ensure all trash is bagged, and the bin's lid is closed to prevent trash from scattering in the yard.
- Report defects and unsafe conditions to your supervisor.
- Do not route extension cords through aisles or across oil or water. Place them in a way that minimizes trip hazards or obstructions. Inspect cords for exposed links and frayed wires before use.
- Clean up spills immediately from traffic areas to avoid hazards.
- Make sure all bands and wood blocks are picked up and placed in the correct location.
- Empty trash bins daily into appropriate containers.
- Ensure all carts are placed in the correct location at the end of the shift.

### **Disciplinary Actions:**

Employees who do not comply with this policy will be disciplined as follows:

- 1st Offense: Verbal Warning
- 2nd Offense: Written Warning
- 3rd Offense: Final Warning
- 4th Offense: Termination



Date Submitted: 9/24/2024

Submitted By: Safety Manager

## Drug-Free Workplace Policy

### Purpose

The purpose of this policy is to ensure a drug-free workplace that promotes the safety, health, and productivity of all employees. Karavan Trailers is committed to maintaining a work environment free from the influence of drugs and alcohol in compliance with federal and state regulations.

### Scope

This policy applies to all employees, contractors, and visitors of Karavan Trailers. It covers the possession, use, sale, or distribution of illegal drugs, alcohol, or controlled substances on company property, during working hours, or while operating company vehicles or equipment.

### Policy Statement

#### Prohibited Conduct

Employees are prohibited from:

- Using, possessing, selling, distributing, or being under the influence of illegal drugs or alcohol while on company property or while performing work-related duties.
- Reporting to work under the influence of illegal drugs, controlled substances, or alcohol.
- Possessing drug paraphernalia or prescription drugs without a valid prescription.

#### Prescription Medication

Employees who are taking prescribed or over-the-counter medication that may affect their ability to perform their job safely and effectively must notify their supervisor before starting work. The company reserves the right to request a medical evaluation to determine whether it is safe for the employee to continue working while using the medication.

#### Testing

Karavan Trailers trusts its employees to uphold a drug-free environment. However, drug or alcohol testing may still be required under specific circumstances:

- **Reasonable Suspicion Testing:** Testing may be required when a supervisor suspects an employee is under the influence based on observable behavior or other indicators.
- **Post-Incident Testing:** Testing may be conducted following an accident or safety incident to determine whether drugs or alcohol contributed to the incident.



Date Submitted: 9/24/2024

Submitted By: Safety Manager

## Drug-Free Workplace Policy

- **Random Testing:** Random drug and alcohol testing may be conducted periodically for employees in safety-sensitive positions.

### Disciplinary Action

Violation of this policy may result in disciplinary action, up to and including termination of employment. The following actions are grounds for immediate dismissal:

- Testing positive for illegal drugs or alcohol.
- Refusing to submit to a drug or alcohol test.
- Tampering with, or attempting to tamper with, the testing process.

### Rehabilitation and Assistance

Karavan Trailers encourages employees who are struggling with substance abuse to seek help. Employees who voluntarily disclose their need for assistance may be offered support through the company's Employee Assistance Program (EAP) or provided with referrals for rehabilitation programs. However, disclosure after a violation of the policy will not prevent disciplinary action.

### Confidentiality

All information regarding drug and alcohol testing, and results, will be kept confidential to the extent required by law. Access to this information is limited to authorized personnel only.

### Employee Acknowledgment

All employees must sign an acknowledgment form confirming that they have read, understand, and agree to comply with the Drug-Free Workplace Policy.

<b>Employee Name</b>	
<b>Date and Signature</b>	



Date Submitted: 9/02/2024

Submitted By: Safety Manager

## Hard Hats Paint Line Area Policy

### Mandatory Use of Hard Hats in the Paint Line Area

#### Purpose

This policy aims to ensure the safety of all employees working in the paint line area by mandating the use of hard hats. Due to the presence of hanging parts above head level, it is essential to provide adequate head protection and prevent injuries.

#### Scope

This policy applies to all employees, contractors, and visitors who work or spend time regularly in the paint line area.

#### Hard Hats Specifications

**Class C hard hats** (as per ANSI/ISEA Z89.1 standard) are designed for **comfort and lightweight protection** but offer **no electrical protection**.

- **C = Conductive:**

These hard hats **do not protect against electrical hazards** and are therefore **not suitable** for use near exposed electrical conductors.

- **Primary Protection:**

- Impact and penetration from **blows to the head**
- Flying or falling objects

- **Typical Features:**

- Often made of aluminum, plastic, or fiberglass
- May include **ventilation** for increased airflow and comfort
- Lightweight for all-day wear

- **Limitations:**

- **Not rated for any electrical voltage protection**
- Should **never be used** in areas where electrical hazards exist



Date Submitted: 9/02/2024

Submitted By: Safety Manager

## Hard Hats Paint Line Area Policy

### Hard Hat Safety & Maintenance Rules

#### 1. Inspect Daily

- Check for cracks, dents, holes, or any signs of wear.
- Ensure the suspension system is not frayed, stretched, or broken.

#### 2. Do Not Modify

- Never drill holes, paint, or apply stickers in unsafe areas.
- Avoid attaching unauthorized accessories that compromise safety.

#### 3. Clean Properly

- Use mild soap and warm water.
- Avoid harsh chemicals or solvents that could weaken the material.

#### 4. Store Correctly

- Keep in a cool, dry place away from direct sunlight and extreme temperatures.
- Do not store in vehicles or areas with chemical fumes.

#### 5. Use Only for Head Protection

- Never sit on, stand on, or use your hard hat as a container or tool holder.

#### 6. Replace When Needed

- Replace immediately if damaged or after a significant impact.
- Follow manufacturer guidelines for replacement (typically every 2–5 years).

#### 7. Wear Correctly

- Ensure the suspension is adjusted snugly to your head.
- Never wear the hard hat backward unless it's approved for reverse use.

### Enforcement

Supervisors leads and managers are responsible for ensuring compliance with this policy. Regular inspections will be conducted to ensure that all employees are wearing hard hats as required.



Date Submitted: 9/02/2024

Submitted By: Safety Manager

## Hard Hats Paint Line Area Policy

Any employee found not complying with this policy will be subject to disciplinary action, up to and including termination.

### Training

All employees working in the Paint Line Area will receive training on the importance of wearing hard hats and the proper way to wear them. Refresher training will be provided annually or as needed. This policy and training will be included to the onboarding program for new hires for the paint line department.

### Exceptions

There are no exceptions to this policy. All employees, regardless of their role, must wear hard hats while in the paint line area.

### Responsibilities

- Employees: must always wear the required PPE in the designated areas and report any issues with their equipment.
- Supervisors: must enforce this policy, conduct regular checks, and provide necessary training.
- Safety Manager: Must ensure that the hard hats provided meet the required safety standards and that training is up-to-date.

### Review and Updates

This policy will be reviewed annually or as required by changes in safety regulations or operational needs. Any updates will be communicated to all relevant employees and management.

### Acknowledgment

By signing the sheet attached, I acknowledge that I have read, understood, and will comply with the mandatory use of bump caps in paint area policy.

<b>Employee Name</b>	
<b>Date and Signature</b>	

## Earbuds and radios Policy

### 1. Purpose

The purpose of this policy is to ensure a safe and productive work environment by eliminating distractions and maintaining clear communication across all areas of the production floor. Unauthorized use of earbuds or excessive radio volume can contribute to safety hazards, reduced situational awareness, and decreased team communication.

### 2. Scope

This policy applies to all Karavan Trailers employees who work in the production shop or any designated manufacturing area.

### 3. Responsibilities

- Employees must adhere to the rules outlined in this policy and report violations or concerns to their supervisor or the Safety Department.
- Supervisors are responsible for ensuring compliance in their respective areas, addressing violations, and escalating issues as necessary.
- The Safety Department will provide clarification, support enforcement, and review this policy periodically for effectiveness.

### 4. Policy

#### 4.1 Earbuds

- The use of personal earbuds, headphones, or any similar in-ear audio devices is strictly prohibited in all production areas, regardless of single or double ear use.
- This applies even if only one earbud is in use or if the device is not actively playing audio.
- This rule is in place to protect workers' hearing, situational awareness, and ability to respond quickly to alarms, equipment sounds, or instructions.

#### 4.2 Radios / Personal Speakers

- Personal radios or Bluetooth speakers may be used only if:
  - They are kept at a low, reasonable volume that does not interfere with communication or disrupt nearby employees.
  - The music or content played is respectful and appropriate for the workplace.

## Earbuds and radios Policy

- Radios must not be placed near walkways, high-traffic areas, or machinery where they could pose a trip hazard or interfere with equipment.
- If radio usage becomes a distraction, leads to complaints, or creates safety concerns, radio privileges will be revoked for the area or department.

### 5. Enforcement and Disciplinary Action

Failure to comply with this policy will result in disciplinary action, up to and including termination. This includes:

- Use of earbuds in restricted areas.
- Playing radios at inappropriate volumes or broadcasting offensive content.
- Ignoring verbal warnings or written notices regarding violations.

Disciplinary actions will follow the company's standard progressive discipline process unless immediate termination is warranted due to the severity of the violation.

### 6. Questions or Concerns

For questions regarding this policy, please contact the Safety Department or Human Resources.



## Forklift Retraining Log

**Employee Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Job Position:** \_\_\_\_\_

**Retraining Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Instructor Name:** \_\_\_\_\_

**Reason for Retraining (Check all that apply):**

- 3-year certification expired
- Failure in the first certification
- Post-incident retraining
- Retraining after a near miss

**Training Topic Description:**

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**Training Method (Check all that apply):**

- Video
- Presentation
- Operation
- Certification

**Comprehension Assessment:**

- Written test
- Oral test
- Learning dynamics



**Employee Acknowledgement:**

I acknowledge that I have received retraining on the topics noted above and understand the expectations moving forward.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Comments/Follow-up Actions:**

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**Supervisor Review and Signature:**

I confirm that the employee has been properly retrained and is competent in the topics covered.

**Supervisor Name:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_