



Safety Policy

It is our policy to promote safety on the job. The health and well-being of our employees is foremost among our concerns. For this reason, you are urged to follow common sense safety practices and correct or report any unsafe condition, defective tool, or faulty equipment to your supervisor. Each employee is expected to assist the Dealership in maintaining safe working conditions. Safety is everyone's responsibility.

Remember: Safety First.

It is Company policy that:

All employees must follow OSHA regulations. It is the responsibility of the employee to comply with these requirements. Anyone needing safety glasses needs to see the parts manager: They can be provided. The dealership as required by OSHA has addressed the following areas:

All employees must wear safety glasses while in restricted areas in the service department and body shop. Prescription Safety glasses must be "Z87" rated and the manufacturer's name must be either on the lens or the frames of the glasses. All safety glasses must have side shields.

All employees, working in specified areas, must wear steel toed leather shoes. Approved safety shoes must be "Z41" rated footwear, with solid leather construction, steel-toed and steel shank protection.

All body shop and service employees attend and pass a Hazardous Material Management Program. Upon completion of this program you must present to the personnel department a signed certificate indicating you completed the program. This certificate will be maintained in the personnel file.

All accidents, including those that do not involve serious injury and those involving customers, must be reported immediately to your supervisor and personnel department as required by OSHA. Violation of any aspect of the Dealership's Safety Policy will result in discipline up to and including immediate termination.

I acknowledge receipt of the Burt Watson Chevrolet Inc. Safety Policy. I have read the policy, understand its contents, and agree to abide by it.

**SIGNED MASTER EMPLOYEE AGREEMENT AND ACKNOWLEDGEMENT FORM WILL BE KEPT ON FILE
IN THE HUMAN RESOURCES OFFICE**