	GILES CHEMICAL		
	COMPANY POLICY / PROCEDURE		
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	Author: Stacy Lindsey	Safety Awareness	

Safety: General Safety attire for the area.

Purpose or Objective: The purpose of this procedure is to ensure Repack employees are aware of emergency exits if there is a need for evacuation.

Procedure:

1) There are **3** Emergency Exits located in the Repackaging Facility.

- a) Behind Automated Pouches next to bay door.
- b) Behind loading dock ramp
- c) Main Door going into production area

Exit doors are clearly marked with Exit Signs and have battery back-up in case of power outage.


2) In the case there is an emergency and facility requires evacuation each employee shall exit an Emergency Door that is safest and closest to them.

3) Upon Exiting building during emergency employees will go directly across street to sidewalk and wait. (All Employees at this time shall be accounted for and roll call will be taken to ensure that no one has been left in the building)

4) Safety Manager, Safety Associate, and Repack Manager are the only ones who have responsibility other than personal safety.

5) Depending on the severity of the situation Safety Manager or Safety Associate will take the appropriate actions or make appropriate calls for emergency response. **Employees should always dial 911 if it is necessary.**

6) Depending on the severity of the situation the Repack Manager or Lead Operators are responsible for shutting down pouching and carton machines.

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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
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