



INJURY AND ILLNESS PREVENTION PROGRAM

SANRIO

It has been a long established public policy that the employer is responsible for maintaining a safe and healthful work environment for employees. To that end both state and federal laws have been passed and regulations issued to carry out that policy. Senate Bill 198, known as S.B. 198, requires that all California employers have a written Injury and Illness Prevention Program. The requirement went into effect July 1, 1991 and is reflected in Title 8 of the California Code of Regulations, General Industry Safety Orders, Section 3203.B198.

An orientation is mandatory for all new and current employees. Each employee will be able to review the Injury & Illness Prevention Plan that is kept at the store for their own reference and knowledge.

A. POLICIES/PROCEDURES

When an employee is hired, it is important to explain company safety rules and company policies and procedures as outlined in the Employee Safety Orientation Checklist. Target the orientation to specific job duties and individual safety protection (hearing, clothing, eye protecting, etc.) relating to the new employee's job. Explain that top management is accountable for workers' compensation costs and how the new employee fits into the whole system. The consequences of not complying with prescribed company policies should also be emphasized. The employee will be required to review the Injury & Illness Prevention Program and sign the review statement.

B. FACILITY FAMILIARIZATION

Once policies have been reviewed, take the new employee to the work area and explain how it relates to the rest of the facility. Introduce the new employee to supervisory staff and co-workers. Identify hazards that are inherent in the work area.

C. TRAINING

Training aids such as videos and slides will be shown to employees as deemed appropriate.

Make sure each employee understands the steps to follow should an on-the job injury occur. Report injuries immediately to the proper personnel. At this point, action appropriate to the situation will be initiated by the employee's supervisor. For those injuries that do not require medical attention by licensed personnel, show the new employee the location of the nearest first aid station.



EMPLOYEE SAFETY ORIENTATION CHECKLIST

Employee Name: _____

Hire Date: _____

Title: _____

Explain Company Safety Program – Orientation

Date Completed

- On-the-Job Training _____
- Safety Meetings _____
- Accident Reporting _____
- Disciplinary Action _____
- Special Clothing/Personal Protection Equipment _____
- Review Injury & Illness Prevention Program _____
- Safe Lifting/Pulling Methods _____
- Hazard Communication Requirements _____
- Emergency Plan – How, When, and to Whom to Report Injuries _____
- First Aid Supplies and Equipment _____
- Job Specific Requirements (e.g. forklift training, etc.) _____

I have received the Orientation and Training indicated above.
I will work safely and productively:

Employee Signature

Date

Manager Signature

Date

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I. SANRIO'S COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy

Sanrio, Inc. is firmly committed to maintaining a safe and healthful working environment. To achieve this goal, Sanrio, Inc. has implemented this comprehensive Injury and Illness Prevention Program ("IPP"). This Program is designed to prevent work place injuries, accidents and illnesses. A complete copy of the Program is maintained in the Personnel Department and is available for your review. A copy of the Program is also provided to each employee.

The success of any safety program depends on the safety consciousness and cooperation of everyone at the home office and retail stores. Employees at all levels are expected to assist Sanrio in the prevention of work place accidents and injuries and to follow all safety and health rules. It is the duty of each employee to adhere to all safety rules and to report any potential safety hazards to his or her supervisor immediately.

Any injury that occurs on the job, even a slight cut or strain, must be reported immediately to the Program Administrator, preferably through the employee's supervisor. Workers' Compensation insurance is provided according to California law for occupational injuries or diseases. The cost of this insurance is borne entirely by Sanrio, Inc. Specific information regarding workers' compensation can be obtained from Personnel.

B. Housekeeping Policy

All employees of Sanrio, Inc. are responsible for working safely and maintaining a safe and healthful work environment.

1. Injury and Illness Prevention Program Administrator

The Program Administrator is Dottie Madrid, Personnel Director. The Program Administrator is responsible for the overall implementation and maintenance of the Injury and Illness Prevention Program. The Program Administrator's duties include, but are not limited to:

- a. Ensuring that managers and supervisors are trained in work place safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and Sanrio safety rules and policies;
- b. Ensuring that employees are trained in accordance with this Program;
- c. Inspecting, recognizing, and evaluating work place hazards on a continuing basis;
- d. Developing methods for abating work place hazards;

- e. Ensuring that work place hazards are abated in a timely and effective manner.

The Program Administrator may assign all or some of these tasks to other individuals.

2. Managers and Supervisors

All managers and supervisors are responsible for the safety and health of the employees who report to them or work under their direction or control, and for the safety and health of individuals who enter their departments or work areas. To fulfill this duty, each manager must:

- a. Be familiar with all applicable safety and health laws and regulations, and with Sanrio rules and policies relating to work place safety and health;
- b. Be familiar with the proper method of operation in areas under their direction or control;
- c. Ensure that his or her employees are properly trained in work place safety and health. This includes training in general safe work practices, as well as specific instruction with respect to hazards specific to each employee's job assignment;
- d. Ensure that all of his or her employees do, in fact, perform their work in a safe and healthful manner that is consistent with Sanrio rules and policies.
- e. Take all reasonable steps necessary to avoid unsafe working conditions, accidents, injuries and illnesses;
- f. Regularly inspect his or her department for work place hazards and submit a timely and complete Safety Inspection Report Form and reports of any unsafe work place condition or hazard on an Unsafe Condition or Hazard Report Form to the Program Administrator;
- g. Ensure that unsafe and unhealthful working conditions are corrected promptly;
- h. Immediately report all work place accidents, injuries or illnesses or "near misses" to the Program Administrator, using the Occupational Accident, Injury or Illness Investigation Report Form.

3. Employees

All employees are required to conduct themselves in a manner that is consistent with Sanrio's safety rules and policies. To fulfill this duty, each employee must:

- a. Attend all required meetings (including safety meetings);
- b. Comply with Sanrio safety rules, policies and procedures;
- c. Comply with all Sanrio operating rules, policies, and procedures;
- d. Immediately report all work place accidents, injuries or illnesses or "near misses" involving the employee, or to which the employee is a witness, to his or her supervisor;
- e. Immediately report all unsafe conditions or hazards to his or her supervisor or to the Program Administrator, using the Unsafe Condition or Hazard Report Form. Employees may report such conditions or hazards anonymously using this form.

II. HAZARD ASSESSMENT AND CONTROL

A. Identification of Work Place Hazards

1. Periodic, Scheduled Inspections

Sanrio will conduct regular scheduled safety and health inspections. These inspections will be performed annually. The purpose of these periodic inspections is to ensure that all identified hazards are corrected or controlled and to identify, correct and control any new hazards that have arisen in the work place. Sanrio's Safety Inspection Report Form will be utilized during this inspection.

These periodic scheduled inspections will be performed by the Program Administrator or any individual to whom she delegates the responsibility for performing such inspections.

2. Unscheduled Inspections

In addition to scheduled inspections and ongoing review, the Program Administrator will arrange for unannounced, unscheduled, surprise inspections. The unscheduled inspections will be performed semi-annually in addition to the annual inspections. The list of subjects for these inspections will be chosen randomly.

3. Ongoing Work Place Review

Every manager, supervisor or employee must engage in daily, ongoing, safety and health monitoring and inspection of his/her department/work area. Any potential safety or health concerns should be reported to an immediate supervisor or the Program Administrator.

4. New Matters

The Program Administrator will arrange for an inspection/investigation of any new substance, process, procedure, or equipment introduced into the work place. The Program Administrator will also arrange for an inspection and investigation whenever Sanrio, Inc. is made aware of a new or previously unrecognized hazard.

5. Documentation of Inspections

All scheduled or unscheduled inspections (except for the daily ongoing monitoring of work areas) will be documented on a Safety Inspection Report Form. If any item is rated as unsatisfactory, the person conducting the inspection must fill out a Safety Action Report Form.

All documentation concerning the Injury and Illness Prevention Program will be retained by Sanrio for as long as Sanrio deems feasible, but in no case will these records be retained for less than three years.

B. Employee Reporting of Hazards

Employees are required to immediately report any unsafe condition or hazard that they discover in the work place to their supervisor or the Program Administrator. Unsafe Condition or Hazard Report Forms are provided for this purpose. No employee will be disciplined or discharged for reporting any work place hazard or unsafe condition.

Employees who wish to remain anonymous may report unsafe conditions or hazards by submitting an Unsafe Condition or Hazard Report Form to the Program Administrator without identifying themselves.

Sanrio takes all reports of unsafe conditions seriously. Prompt attention will be given to all actual and potential hazards that have been reported to Sanrio. Sanrio will inform the employee (if known to Sanrio) who reported the hazard of the action that was taken to correct the hazard or the reasons why the condition was determined not to be hazardous. There will be no discrimination against any employee who reports unsafe working conditions or work place hazards. Indeed, employees are encouraged and required to do so.

C. Monitoring and Correcting Potential Safety and Health Concerns

1. Identified Safety and Health Issues

Sanrio has specifically identified the following safety and health issues for particular attention:

- (a) Smoking in the work place
- (b) Potentially hazardous substances in the work place
- (c) Use of video display terminals ("VDTs")
- (d) Lifting techniques
- (e) Housekeeping, stacking and storing
- (f) Use of office machines and equipment
- (g) Indoor air quality
- (h) Use of telephone equipment

These issues will be addressed as noted below.

2. Addressing Identified Safety and Health Issues

a. Potentially Hazardous Substances In the Work Place:
Sanrio's Hazard Communication Program

Sanrio has developed this Hazard Communication Program to enhance our employees' health and safety.

Sanrio intends to provide information about potential hazards and other potential hazardous substances, and the control of potential hazards via this Program which includes container labeling, Material Safety Data Sheets (MSDS) and training.

(1) Container Labeling

It is the policy of Sanrio that no container of hazardous substances will be released for use until the following is verified:

- (a) Containers are clearly labeled as to contents.
- (b) Appropriate hazard warnings are noted.
- (c) The name and address of the manufacturer are listed.

To further ensure that employees are aware of the hazards of materials used in their work areas, it is our policy to label all secondary containers in the same manner. Sanrio will also ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identity and blocks for the hazard warning.

(2) Material Safety Data Sheets (MSDS)

Copies of MSDS for all hazardous substances to which employees of this company may be exposed are kept in the Personnel Department. The Personnel Department will be responsible for obtaining and maintaining the material safety data sheet system for the company.

The Personnel Department will also review each incoming MSDS for new and significant health/safety information. They will see that any new information is passed on to the appropriate employees.

(3) Employee Information and Training

New employees who will operate duplicating machines must attend a health and safety orientation set up by the Personnel Department, prior to starting work. Such meetings will be open for attendance by any other interested employees. The orientation will include:

- (a) An overview of the requirements contained in the Hazard Communication Regulation, including employee rights under the Regulation.

- (b) Information for employees concerning any operations in their work area where any hazardous substances are present.
- (c) Location and availability of the written hazard communication program.
- (d) Physical and health effects of any hazardous substances used or present.
- (e) Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- (f) How to lessen or prevent exposure to these hazardous substances through usage of engineering controls, work practices, and/or the use of personal protective equipment.
- (g) Steps Sanrio has taken to lessen or prevent exposure to these substances.
- (h) Emergency and first aid procedures to follow if employees are exposed to hazardous substance(s).
- (i) How to read labels and review MSDS to obtain appropriate hazard information.

NOTE: It is critically important that employees understand the training program. If you have any additional questions, please contact the Program Administrator.

When new hazardous substances are introduced, your supervisor will review the above items as they are related to the new material in your work area safety meeting.

(4) List of Hazardous Substances

The following is a list of known hazardous substances in our offices. Specific information on each noted hazardous substance can be obtained by reviewing the Material Safety Data Sheets:

There are no known hazardous substances at this time.

(5) Use of Video Display Terminals (VDTs)

In order to avoid such injuries, Sanrio has adopted the following guidelines and policies:

1. Sanrio will provide high quality, ergonomically sound, VDT work stations and equipment.
2. Attendance at VDT safety or health training will be mandatory for all new employees.

3. Guidelines for VDT Work.

(a) Posture.

- (1) Feet flat on floor
- (2) Knees should be at about a 90-degree angle (or more)
- (3) Footrests are available, if desired
- (4) Adjust chair to provide lower back support
- (5) Hip angle slightly more than a 90 degrees
- (6) Shoulders relaxed
- (7) Elbows at about a 90-degree angle
- (8) Type with straight wrists
- (9) Tip head slightly down to view screen
- (10) Shift your position throughout the day to keep muscles loose and ease tension
- (11) Experiment to find what is comfortable to you

(b) Equipment Positioning

(1) Keyboard

- (a) Place on stable level surface
- (b) Keyboard should be directly in front of you with home row about elbow height
- (c) Move entire hand to reach function keys
- (d) If desired, a padded wrist rest will be provided to you
- (e) Keyboard can be flat or at low angle. If possible, and comfortable for you, vary angle slightly during the day.
- (f) Use a light touch -- don't pound

(2) Monitor

- (a) Top of screen should be at, or just below, eye level

- (b) Line of sight should be about 15 degrees below horizontal
- (c) If you wear bifocals, see a doctor about special VDT glasses
- (d) Sit comfortable viewing distance from screen (usually 18-24 inches from eyes to screen)
- (e) Tilt screen to minimize glare and/or close window curtains
- (f) If desired, glare screens and/or hoods are provided
- (g) Keep screen and glare filter clean
- (h) Set brightness level low and contrast level to achieve crisp letters, against background

(3) Work Materials

- (a) Source materials should be at same height, angle and distance as computer screen
- (b) Keyboard shall be in front of you as you type with other materials arranged to the sides of the monitor
- (c) Task lighting and/or document holders will be provided upon request

(c) Exercise/Alternative Work Breaks

- (1) Do not sit for several hours in one position. Perform other work tasks and move around. Take alternative work breaks before the onset of fatigue.
- (2) Suggested Exercises: You may want to try some of the following exercises for 3 minutes or so after several hours at a VDT.
 - (a) Deep Breathing:
Breathe in slowly through nose. Hold for 2 seconds, then exhale through mouth. Repeat several times.
 - (b) Head or Neck:
Turn head slowly from side to side holding each turn for the count of 3. Repeat 5-10 times.
 - (c) Eyes

Several times an hour focus on an object at least 20 feet away for at least five seconds. Close eyes and cup hands over them for five seconds several times a day.

(d) Upper Back

With arms bent at shoulder height, push elbows back. Hold 5 seconds. Repeat 5-10 times.

(e) Shoulders

Roll shoulders forward five times using a wide circular motion. Then roll shoulders backwards five times. Repeat cycle 5-10 times.

(g) Lower Back

While sitting, slowly bend upper body between your knees. Hold for a few seconds, then sit up and relax.

(h) Legs

Grasp shin of leg and pull slowly toward your chest. Hold for five seconds. Then do the other leg. Repeat several times.

(6) Lifting Techniques

- a. Do not lift heavy objects by yourself. Get assistance.
- b. Lift with your legs (knees bent, back straight) not your back.
- c. When possible, use mechanical aids such as a dolly.

(7) Housekeeping , Stacking and Storing

- a. All work areas must be kept clean and orderly.
- b. Spilled materials must be cleaned up immediately.
- c. Scrap, debris and waste must be disposed of properly.
- d. Electrical cords and wires must be set up so they do not pose a tripping hazard.
- e. All hallways and walkway areas must be kept free and clear of boxes and other items.

- f. All items must be stacked and stored in such a manner as to prevent tipping, toppling, shifting, slipping or falling.
- g. Use a stepladder to reach items stored out of reach. Do not stand on chairs, boxes or furniture.
- h. Open only one drawer of a file cabinet at a time. Close file drawers when finished.
- i. Discard broken pallets so they are not used.

(8) Office Machines and Equipment

- a. Do not use any machine or equipment unless you have received training and authorization to do so.
- b. Do not attempt to repair any machine or equipment without proper authorization or training.
- c. Do not wear loose clothing or jewelry around any machinery or equipment with moving parts.
- d. Do not remove, or deactivate, any machine guarding or protective equipment.
- e. All machines and equipment must be disconnected prior to repair, service, or maintenance work.

(9) Indoor Air Quality

Once a year, Sanrio will have air sampling conducted to monitor air quality.

(10) Use of Telephone Equipment

Improper use of telephone equipment can cause discomfort and/or cumulative injury.

- a. Do not "cradle" a telephone handset between your neck and shoulder for long periods of time or repeatedly throughout the day. If you find that you are doing so (while carrying on a telephone conversation and taking notes or dictation, etc.). Sanrio provides such headsets upon request. The use of a headset eliminates the need to "cradle" a handset by freeing up your hands.
- b. Receptionists, switchboard attendants (or others) should experiment with alternating between use of telephone headsets and handsets to find a combination/use level that is most comfortable for

them. Such a combination may help alleviate repeated stress in necks, backs and shoulder areas.

- c. Receptionist and switchboard attendants should alternate hands in manipulating switchboard keys. This switch of hands may help prevent the strain of repetitive action.
- d. Most importantly, maintain good posture while using the switchboard or any telephone equipment:
 - a. Feet flat on the floor.
 - b. Knees should be at about a 90-degree angle (or more).
 - c. Footrests are available, if desired.
 - d. Adjust chair to provide lower back support.
 - e. Shift position throughout the day to keep muscles loose and ease tension.
 - f. Experiment to find what is comfortable to you.

3. Newly Discovered Safety and Health Concerns

Sanrio will respond to new work place safety and health concerns as soon as they are discovered. All hazards will be corrected, controlled or abated in a timely manner based on the severity of the hazard. Any hazard which poses an imminent risk of harm to employees will be corrected immediately. All other hazards will be corrected as soon as feasible (within 15 days or less). If for any reason these time requirements cannot be met, the Program Administrator must be notified immediately, and the Program Administrator will notify all exposed employees and follow all other notification requirements. Managers must report work place safety and health concerns to the Program Administrator immediately. The Program Administrator or her designee will set a target date for correction of any hazards that cannot be abated immediately. Potentially affected employees will be notified of any newly identified hazard in a timely manner.

After the hazard has been corrected or controlled, the Program Administrator will continue to monitor the condition to ensure that the hazard remains under control. If the potential hazard was not just of a temporary nature, the Program Coordinator will determine if the hazard should be added to the inspection schedule and the list of identified safety and health concerns. The Program Coordinator will also determine if specific written procedures should be established to control the potential hazard.

4. Hazards Which Give Rise To A Risk of Imminent Harm

It is Sanrio's intent to immediately abate hazards which gives rise to a risk of imminent harm. When such a hazard exists which Sanrio cannot abate immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure, except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

III. EMERGENCIES

A. Emergency Action Plan

Sanrio has developed procedures that are designed to avoid injuries in the event of an emergency. All employees are required to become familiar with these procedures.

1. General Emergency Escape Procedures and Emergency Escape Route Assignments

a. When it becomes necessary to evacuate the facilities, or a portion of the facilities, the following procedures will be utilized:

(1) Follow the instructions of the Fire Department and your own management.

(2) Assist handicapped personnel.

(3) Upon hearing the fire alarm, stop work safely, and evacuate to the parking lot immediately.

(4) Move quickly but calmly.

(5) Don't re-enter area until cleared to do so.

(6) Don't react in any manner that may cause undue alarm and panic.

(7) Only trained and identified workers may attempt to respond to a fire or other emergency.

b. The emergency escape routes ^{are} ~~will~~ be posted ~~on the employee bulletin board.~~ *in each Sanrio building -*

2. Accounting for Employees After Evacuation

a. A complete and updated roster of employees will be maintained by Personnel. The Distribution Director is responsible for taking this roster in the event of an evacuation.

b. Upon evacuation, all employees must report to their designated location. The Distribution Director will take attendance of the employees and determine if anyone is missing.

3. Notification of Fires and Emergencies

In case of fire or emergency:

- a. Call 911 immediately.

4. Emergency Systems

- a. Sprinkler System. The building is fully equipped with sprinkler systems. These sprinklers are automatically monitored so that it can be activated by smoke or fire.
- b. Fire Extinguishers. The building has fire extinguishers mounted in designated areas. The locations are indicated on the floor evacuation diagram that is posted on the bulletin board and is attached with the Safety Training Packet. These extinguishers can be used on all types of fires, including ordinary combustible materials, flammable liquids and on energized electrical equipment.

5. Medical Emergency

In the event of a medical emergency, the following procedures should be observed to ensure the safety of individuals needing medical attention.

- a. Remain as calm as possible. This will help the victim relax.
- b. Try to ascertain as much information about the injury as possible.
- c. Phone the emergency medical services system (911) for help. Describe the exact location of the injured, the possible nature of the emergency and condition of the victim.
- d. Phone Personnel and provide the same information that you gave to the emergency medical services system.
- e. If you are trained in first aid procedures or CPR, do not move or attempt to aid the victim unless it is obvious that failure to do so would be life threatening to the victim.
- f. Keep the victim warm and comfortable and remain with the victim until trained personnel arrive.

6. Bomb Threats

This section covers not only telephone bomb threats but also how to deal with any suspicious letters or parcels which you think might be a bomb. In all instances, you should never disturb or tamper with the suspicious item. Instead, the Personnel Department should be immediately notified and they, in turn, will handle the situation.

If you receive a telephone bomb threat, remain calm and try to get as much information as possible from the caller. Use the Bomb Threat Checklist as a guide. After the call, notify your manager who,

in turn will notify the Personnel Department. The Personnel Department will determine if it is necessary to notify the Bomb Squad. Be as descriptive and accurate as possible. Other than notifying the above-described individuals, keep the information received as confidential as possible.

All staff should be instructed to remain where they are pending instructions from management. If the threat is considered to be serious (i.e., not a hoax), a decision to search the floor will most likely be made. Having staff remain at their desk will assist in identifying personal belongings so as to speed up the search for the potential bomb. If you are part of the search team, you should visually search only bathrooms, garbage cans, ceilings (for disturbed tiles), under desks, or any other place where the bomb might have been left. Employees should also be asked if they noticed any strange individuals or maintenance and/or other workers in the building. Occasionally, bombers pose as maintenance and/or other workers in order to gain access to place a bomb.

If a decision is made to evacuate the building, you will be advised to do so by your manager. When evacuating personnel should take all personal items with them (i.e., purses, packages, coats, books, shopping bags, lunch sacks, etc.)

7. Robberies or Violent Behavior

In the event of a robbery or violent behavior by an individual do not resist or argue. Remain calm and provide the assailant with whatever he/she requests. Stay alert and try to remember the assailant's description including any identifying characteristics, clothes or jewelry. As soon as you believe it is safe to do so, call 911 and the home office. Write down what you recall about the assailant (including hair color, eye color, height, weight, distinguishing characteristics, what clothing or jewelry was worn, what was said by the assailant, what was taken, description of vehicle used, license plate, etc.).

B. Earthquake Procedures

In the event of an earthquake, observe the following procedures:

1. Remain as calm as possible. Do not run or panic. - Do not attempt to exit the building.
2. Move away from windows and towards the nearest piece of solid furniture. Take shelter under a desk or table if possible. If you are caught in the hallway during the event, you should kneel down against the nearest wall, tuck your head with your hands and arms.
3. Extinguish all smoking materials.

4. After the earthquake has subsided, remain calm and await emergency instructions. If a portable radio is available, turn it on for information.
5. Expect aftershocks.

C.. Fire Prevention Plan

1. Potential Fire Hazards

a. Smoking In The Work Place

Sanrio intends to control this potential hazard through its smoking policy. Please refer to our Employee Handbook.

b. Coffee Pots, Microwave Ovens, Toaster Oven

All such appliances must be kept clean and must be turned off when not in use.

c. Poor Housekeeping

All combustible scrap, debris and waste must be stored safely in suitable containers and removed from work areas promptly.

d. Electrical Hazards

All electrical equipment must be properly grounded. All electrical outlets must be adequate and not overloaded. All exposed wiring or cords will be repaired or replaced promptly.

2. Responsibility For Fire Prevention

All employees are responsible for eliminating fire hazards, and reporting such hazards to the Program Administrator. The Program Administrator is responsible for ensuring compliance with this plan and maintenance of fire prevention equipment and systems.

3. Training

This fire prevention plan will be reviewed with all employees upon implementation.

4. Things To Remember:

- F- FIND THE FIRE
- I- INFORM OTHERS OF EVENT (FIRE DEPARTMENT, BUILDING ALARMS)
- R- RESTRICT THE FIRE (CLOSE DOORS, EVACUATE IMMEDIATE

AREAS)

-E- EXIT THE AREA TO A SAFE LOCATION.

IV. SANRIO SAFETY RULES

Sanrio has established the following safety rules. All employees must follow these rules. Violation of these rules will result in discipline up to and including termination. This list of rules is, of course, not all-inclusive. All employees are to use common sense, work safely and read and follow the terms of Sanrio's Injury and Illness Prevention Program. Failure to do so will also result in discipline up to and including discharge. Please remember that this does not change the fact that your employment at Sanrio is at-will. This list is intended to protect your safety and health.

A. General Safety Rules

1. All accidents and injuries must be reported to a supervisor at the time of occurrence.
2. Machines or equipment shall not be operated until you have received proper instructions on their operation.
3. Horseplay, throwing items, running in hallways or stairways, distracting employees at work, and unnecessary shouting are forbidden.
4. All spilled liquids and wet surfaces must be cleaned up immediately.
5. Any defective equipment must be reported immediately to your supervisor.

B. Operation of Equipment

1. Use of a piece of equipment will be restricted to those employees who have been trained, qualified and authorized to operate the equipment.
2. Immediate notification must be given to a supervisor for any unsafe equipment.
3. Equipment must be turned off when not in use.
4. Equipment must be disconnected before service, repair or maintenance.

C. Material Handling

1. Lifting: Attempting to lift or push an object which is too heavy must be avoided. You must contact a supervisor when help is needed to move a heavy object.
2. Handtrucks must be carefully loaded in such a manner as to eliminate the possibility of tipping.

3. All material must be safely stacked and stored in proper areas.
 4. Material must not be stored in hallways. Hallways must be kept clear at all times.
- D. Housekeeping
1. Good housekeeping practices must be exercised within each employee's work area.
 2. Trash and scrap must be thrown in proper waste containers.
 3. Materials must not be stored so as to block or limit access to doors, exits, or fire extinguisher stations.

E. Fire Emergency

1. All fires must be reported immediately.
2. All employees must be familiar with the fire prevention plan included in Sanrio's Injury and Illness Prevention Program.
3. All employees must comply with Sanrio's smoking policy.

F. Medial Emergency

1. All medical emergencies must be reported immediately.
2. All employees must be familiar with the emergency action plan included in Sanrio's Injury and Illness Prevention Program.

G. Defensive Driving

All employees operating motor vehicles for Sanrio must utilize "defensive driving" procedures:

1. Seat belts must be worn by driver and all passengers.
2. No unauthorized passengers.
3. No drinking or eating while driving.
4. Always look before backing up.
5. Obey all speed limits.
6. Maintain a safe distance when following other vehicles.
7. Use turn signals properly.

8. Set brakes and curb wheels (where required) when leaving car.
9. Be courteous to other drivers.
10. Do not exceed vehicle capacity.

V. COMMUNICATING WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

Sanrio believes that communicating with employees concerning work place hazards and the methods used to control them will help create the safest possible work environment. Sanrio, therefore, places a great deal of importance on communicating with employees about health and safety issues.

Sanrio's system for communicating with employees on safety and health issues includes:

A. The Injury and Illness Prevention Program

A copy of this program is provided to every employee. Employees are required to read and be familiar with its terms.

B. Safety Meetings

Safety meetings will be conducted by the Program Administrator during the monthly meetings when new hazards that have been introduced or discovered in the workplace, causes of any recent accidents or injuries and the methods adopted by Sanrio to prevent similar incidents in the future and any health or safety issue that deserve reinforcement. All safety meetings will be recorded and maintained in the Personnel Department.

C. Anonymous Notification Procedures

Sanrio has a system of anonymous notification whereby employees who wish to inform Sanrio of work hazards may do so anonymously by sending a written notification to the Program Administrator, using an Unsafe Condition or Hazard Report Form.

D. Postings

Sanrio will post safety or health information on a regular basis.

E. Sanrio Memos

Sanrio will regularly insert health or safety tips and information with the paychecks.

F. Training

Sanrio has training requirements designed to instruct each employee on general safety procedures specific to the employee's job.

VI. ENFORCEMENT OF THE INJURY AND ILLNESS PREVENTION PROGRAM

Violation of Sanrio's Injury and Illness Prevention Program or safety rules, policies and procedures may result in discipline up to and including termination.

It should be noted that despite this policy, employees of Sanrio are still employed at-will. This means that employees may resign at any time or without notice and that employees can be dismissed at any time with or without cause.

VII. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses, and accidents in the work place. Sanrio is committed to instructing employees in safe and healthful work practices. To achieve this goal, Sanrio will provide training to employees on general safety procedures and on any specific safety procedures for each employee's job.

A. When Training Will Occur

Training will be provided as follows:

1. Upon hiring;
2. Whenever an employee is given a new job assignment for which training has not previously been provided;
3. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the work place;
4. Whenever Sanrio is made aware of a new or previously unrecognized hazard; and
5. Whenever Sanrio, Program Administrator, or any supervisor believes that additional training is necessary.

B. Training of Supervisors

Supervisors shall be apprised of, and provided with, any appropriate training and instruction with regard to safety and health hazards to which employees under their immediate direction and control may be exposed. To accomplish this task, the Program Administrator will:

1. Conduct sessions for all supervisors informing them of any new substances, processes, procedures or equipment that have been introduced into the work place.
2. Distribute written safety and health communications to supervisors whenever the Program Administrator believes that it is necessary to inform them of particular hazards or concerns.
3. Update Sanrio's safety rules, procedures and policies on a regular basis, and distribute the updates to all supervisors.
4. Take all other actions necessary to keep Sanrio's supervisors informed about work place hazards that may affect their employees.

C. Areas of Training for Employees

All employees will receive training on the following subjects:

1. General Safe Work Practices
2. Emergency Action Plan
3. Earthquake Procedures
4. Fire Procedures
5. Safety Rules

In addition, employees will receive training on the specific hazards associated with their jobs.

D. Documentation of Training

Training will be documented using Sanrio's Individual Employee Training Documentation and Supplemental Training Verification Form. This documentation will be retained for as long as Sanrio deems feasible, but in no case will these records be retained for less than three years.

VIII. ACCIDENT INVESTIGATION

A. Sanrio Policy

All work-related accidents will be investigated by Sanrio, Inc. in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious, could have resulted in a serious injury or significant property damage. Investigation of these instances may avoid serious accidents in the future.

B. Responsibility For Accident Investigation

Each Department Manager must investigate all work-related accidents involving his or her employees. After investigating an accident, a manager must prepare an Accident Report form, a copy which is to be sent to the Program Administrator. The Program Administrator will ensure that the investigation was thorough and that proper action has been taken to avoid similar accidents in the future. All serious accidents and deaths will be reported to CAL/OSHA within 24 hours.

C. Procedures For Investigating Accidents

All accidents shall be investigated as promptly as possible. In conducting his or her inquiry, the person investigating the accident, at a minimum, shall:

1. Visit the accident scene as soon as possible. This will ensure that the facts are still fresh in the witnesses' minds.
2. The investigator should interview the employee as soon as he or she is physically and mentally able.
3. Interview witnesses to the accident either at the scene or as soon after the accident as possible.
4. Obtain signed statements from witnesses.
5. Document details graphically, using photographs, sketches, or diagrams wherever appropriate.
6. Complete an Accident Report Form and send it to the Program Administrator.
7. Save or preserve all physical evidence.

D. Correcting The Hazard and Preventing Recurrences

The Program Administrator will ensure that the proper personnel are assigned responsibilities to take all steps necessary to correct the hazard and avoid similar accidents in the future. Preventative action will include, if necessary:

1. Replacing all defective or broken tools and equipment.
2. Replacing unsafe procedures with safe ones.
3. Re-training employees.
4. Monitoring the hazard to ensure that it remains corrected or controlled.

IX. FORK LIFT POLICY

This section is designed to assist all fork lift operators to comply with not only the Federal and State Regulations, but also to provide sound guidelines for preventing injuries.

Sanrio, Inc. is committed to provide a safe and healthful working environment. The employee has a duty to follow the safety and health regulations for his welfare, visitors and any other people that may be on Sanrio property.

It is important for all warehouse personnel, particularly equipment operations, to exercise safety in the performance of their work related activities. We must all be extremely attentive while in the warehouse, as we must work around racking and mobile lifting equipment, both of which are heavy and have the propensity for instability if mishandled.

When operating any of the six fork lifts or stockpickers at Sanrio, warehouse personnel are expected to focus their attention on the task that they are involved in as well as what is happening in their immediate area. By doing so, most accidents can be avoided.

Safety Regulations For All Fork Lift Operators

1. Only authorized (Sanrio-trained) personnel are allowed to operate fork equipment.
2. Before removing a unit of material handling equipment from the Storage/Charging area, all personnel must perform unit inspections on a daily basis. All deficiencies must be noted on the "Daily Lift Truck Inspection Log" and any deficiency thought to be an operational safety hazard must be brought to the attention of a warehouse supervisor immediately. In this case, the fork lift should not be driven until serviced and (the problem) corrected by authorized maintenance personnel.
3. All fork equipment operators are responsible for the units that the warehouse supervisors assign to them. Operators are expected to take proper care of these units. This includes careful, safe operation, attention to unit needs (daily maintenance inspections & service where applicable...watering batteries, etc.), and refraining from purposely abusing equipment.
4. All fork lift, reach truck, orderpicker, and pallet mover operators are expected to operate those units of equipment in a safe, sane, and professional manner. Violation of these rules will result in discipline up to and including termination.
5. Operators are to slow down and sound their horns when rounding curves and crossing blind intersections.

6. If during the course of his/her duties, a warehouse employee observes an equipment operator operating his/her fork lift in an obviously unsafe or erratic manner, he/she is encourage to comment about the occurrence to either the individual or a warehouse supervisor or manager. Ultimately, it is all warehouse employees' safety that is at stake when reckless equipment operation is tolerated.

7. No equipment operator is ever to carry a passenger. A forklift is built to carry one person - you!

8. All orderpicker operators are to wear the supplied safety harnesses whenever they are on or operating their equipment.

9. All fork equipment operators are to pay special attention to their surroundings when operating moving equipment. They must be aware at all times to avoid injury to others or themselves.

10. If an equipment operator has an accident, he/she is to notify a warehouse supervisor as soon as possible. In the event of an accident involving an injury, alerting supervisors/medical personnel will take priority. In the event of damage (only) to equipment, racking, merchandise, or the building, it is in the best interests of all concerned that the operator causing the accident inform a warehouse supervisor or manager immediately afterward.

11. If during the course of performing normal duties, an equipment operator notices something about the equipment or the facility that he/she considers unsafe, the company encourages the operator to make mention of it to his/her warehouse supervisor or manager.

12. When operating sitdown, reachtype, or orderpicker fork lifts, the equipment operator must make sure that his/her body is always within the specified operator's compartment. Don't extend your head, arms, or legs beyond the confines of the forklift.

13. When operating sitdown or reachtype fork lifts, keep forks as low to the ground as possible when the equipment is in motion.

14. Whenever possible, travel in reverse when carrying loads. Obstructed vision is the cause of many accidents.

15. Before traveling in reverse, look back to make sure the aisle is clear. Failure to look back to the path of travel after picking up or setting down a load is a common cause of accidents.

16. Operators should make certain that the loads (on the pallets) are stabilized and secure before attempting to put the pallets into the pallet rack and to make sure that the fork blades are fully inserted into the pallet before lifting.

17. Operators should use the tilt mechanism to stabilize loads before moving them with the fork lift.

18. Operators should never travel forward while raising or lowering the fork blades , as reduced visibility may cause injury to other personnel or property.
19. Operators should never tilt loads forward when raised unless putting loads into pallet rack, as the loads or equipment may tip over.
20. Operators should avoid driving through wet, uneven or rough surfaces, as they may lose control of their equipment. When operators encounter potential safety hazards, they should either notify a warehouse supervisor or take the time to correct it themselves.
21. Operators should be cautious of overhead light fixtures when putting away or retrieving pallets from the pallet rack. Also, when driving under the mezzanine or conveyor, operators should take care when raising their forks/fork carriage.
22. When leaving your equipment for any reason, operators should park it where it doesn't block traffic or obstruct an aisle, door, or passage way. The forks should be lowered to the ground, tilted forward, brakes set when applicable and turned off.
23. Operators should always place chocks behind the wheels of the container before driving a fork lift inside it.
24. When using the safety cage, operators should always make certain that it is properly secured to the fork lift carriage before using it to raise anyone.
25. When operating orderpicker type fork lifts, the operator should not try to make a turn while raised to a high elevation (to insure that the equipment will not lose its center of balance and tip over).
26. In the case of newly acquired fork equipment, all potential operators need to be checked out by warehouse management on each type of new unit before they are authorized to operate new units on their own.
27. The most important rule to consider when operating a unit of fork equipment at Sanrio is that common sense and consideration for the safety of others (and yourselves) is of prime importance. Operators should remember that no job or function is so important that safety should be sacrificed for speed. There is always enough time to perform the task safely.

UNSAFE CONDITIONS OR HAZARD REPORT FORM

Optional: Employees may submit this form anonymously

Employee's Name (please print): _____

Job Title: _____

Location of Condition Believed to Be Unsafe or Hazardous: _____

Date and Time Condition or Hazard Observed: _____

Description of Unsafe Condition or Hazard: _____

What Changes Would You Recommend to Correct the Condition or Hazard? _____

Optional: _____

Signature of Employee: _____

Date: _____

RESPONSE:

Name of Person Investigating Report: _____

Results of Investigation (what was found? was condition unsafe or a hazard?) (attach additional sheets if necessary): _____

Action Taken to Correct Hazard or Unsafe Condition, if appropriate (or alternatively, information provided to employees as to why was it unsafe or hazardous) (attach additional sheets if necessary): _____

Signature of Person Investigating Report: _____



Sanrio

570 Eccles Avenue
So. San Francisco, California 94080

EMPLOYEE ACCIDENT REPORT
CONFIDENTIAL

Report #
Claim # WC 00000

DATE: _____

Name of Employee: _____ S.S. #: _____

Dept. #: _____ Dept. Name: _____

Home Address _____
Street City State Zip

Phone Number _____ Date of Birth _____

Date & Hour of Accident: _____ Position: _____

What Company Duties Was Employee Performing at Time of Accident ?

Where Did Accident Occur: _____
Address City State

How Did Accident Occur (Use Separate Sheet If Necessary)? _____

Brief Description of Injury: _____

In Physician's Care?(Name and Address) _____

Hospitalized?(Name and Address) _____

Date Last Worked _____ Date Returned to Work _____

What Should Be Done to Prevent This Accident From Reoccurring? _____

Additional Remarks _____

Date _____

(Signature of Employee)

BOMB THREAT CHECKLIST

Instructions: If you are the recipient of a telephoned bomb threat, it is imperative that you keep calm and know how to handle the call. This is a checklist to familiarize you with information that will prove vital to the investigating authorities.

Date: _____ Time: _____

Your Name: _____

Remember to:

- * Write down the entire message
- * Avoid interrupting
- * Keep the caller on the line as long as you can
- * Agree to meet with the caller's demands
- * Have the caller repeat the message
- * Notify the police department immediately

Write down the following information immediately after the call:

Information About the Bomb:

Detonation Time: _____

Building and/or exact location: _____

The message: _____

Information About the Caller:

_____ Male _____ Female

_____ Young _____ Old

Voice Traits:

Tone: _____ High _____ Low _____ Soft _____ Hoarse

Speech: _____ Rapid _____ Slow _____ Slurred _____ Distinct

_____ Stutter

Attitude: _____ Indignant _____ Mad _____ Joking _____ Calm

_____ Illogical _____ Logical _____ Emotional

Accent: _____ Regional _____ Foreign _____ Local

Characteristics of the Call:

_____ Long Distance _____ Local _____ Unknown

The Caller Surroundings:

_____ Voices _____ Machinery _____ Music _____ Silence

_____ Traffic _____ Airplanes _____ Animals _____ Other

SUPPLEMENTAL TRAINING

DATE OF TRAINING: _____

NAME OF EMPLOYEE: _____

TYPE OF TRAINING: _____

REASON FOR TRAINING: _____

REMARKS: _____

PROGRAM ADMINISTRATOR

DATE

SAFETY INSPECTION FORM

DEPARTMENT: _____
INSPECTOR: _____
DATE: _____

OSHA	<u>yes</u>	<u>no</u>	<u>n/a</u>	<u>corrected</u>
------	------------	-----------	------------	------------------

* OSHA workplace poster prominently displayed	_____	_____	_____	_____
---	-------	-------	-------	-------

* OSHA accident and illness logs kept current	_____	_____	_____	_____
---	-------	-------	-------	-------

AISLES AND PASSAGEWAYS

* Aisles marked	_____	_____	_____	_____
-----------------	-------	-------	-------	-------

* Clear and unobstructed	_____	_____	_____	_____
--------------------------	-------	-------	-------	-------

* Sufficient width for normal movement	_____	_____	_____	_____
--	-------	-------	-------	-------

* Convex (birdsey) mirrors at visually intersections	_____	_____	_____	_____
--	-------	-------	-------	-------

EXIT

* Exit doors not locked	_____	_____	_____	_____
-------------------------	-------	-------	-------	-------

* Exit routes illuminated	_____	_____	_____	_____
---------------------------	-------	-------	-------	-------

SIGNS AND INSTRUCTIONS

* Emergency phone numbers on all phones	_____	_____	_____	_____
---	-------	-------	-------	-------

* First aiders names posted	_____	_____	_____	_____
-----------------------------	-------	-------	-------	-------

* No smoking signs posted	_____	_____	_____	_____
---------------------------	-------	-------	-------	-------

FIRST AID

* Kits properly located and posted	_____	_____	_____	_____
------------------------------------	-------	-------	-------	-------

STACKING AND STORAGE

* Aisles free and unobstructed	_____	_____	_____	_____
--------------------------------	-------	-------	-------	-------

Stacks stable and secured against collapse	_____	_____	_____	_____
--	-------	-------	-------	-------

* Stacking height limitations not	_____	_____	_____	_____
-----------------------------------	-------	-------	-------	-------

exceeded

- * Racks and platforms in good repair

PORTABLE EXTINGUISHERS

- * Properly mounted and posted
- * Inspected monthly and dated
- * Serviced annually

FIRE DOORS

- * Operable
- * Unobstructed
- * Fusible links intact and unpainted

SPRINKLER SYSTEM

- * 18" clearance to sprinkler heads
- * Sprinkler heads unpainted
- * Guards in place on in-rack heads

ELECTRICAL POWER SUPPLIES

- * Control panels accessible
- * 3 ft. clearance marked and maintained
- * Cords not frayed
- * Cords free of splices
- * Lockout capability on control panels
- * Plugs properly grounded

FLOORS

- * Clean
- * Dry
- * Level
- * Free of potholes
- * Free of slip and trip hazards
- * Free of protrusions (i.e., nails)

LIGHTING

- * Working areas illuminated

Broken bulbs replaced

DOCK AREA

- * Dock boards or levellers provided
- * No pinch point on leveller when raised
- * Wheel chocks provided and used
- * Trailer restraint system operational

CONVEYORS

- * Moving parts or nip points guarded
- * Emergency stop controls in place and properly guarded

FORKLIFTS

- * Overhead guards in place
- Designated areas for recharging
- * Horns operational
- * Load limits posted
- * Fire extinguishers attached
- * No riders allowed

EXTERIOR

- * Surfaces free of cracks and potholes
- * Adequate illumination for night work and security
- * Steps in good repair
- * Adequate directional signs for truckers
- * Parking areas available
- * Rail sidings in good repair
- * Waste containers locked or fenced

FORK LIFT OPERATORS QUIZ

1. What fluid levels should be checked before operating a lift truck?
 - a.) battery fluid
 - b.) hydraulics
 - c.) gas
2. As a general rule, how often should pre-start inspections and safety checks be made on a forklift truck?
 - a.) at the beginning of each shift
 - b.) daily
 - c.) when requested by supervisor
 - d.) when leaks are present
3. Choose the most correct answer. When operating a fork lift truck on a ramp or incline, the operator should:
 - a.) keep unloaded forks pointed downgrade
 - b.) never attempt to turn the fork lift
 - c.) never drive at an angle
 - d.) all of the above
 - e.) only b & c
4. List two precautions which should be taken while refueling a gasoline or diesel lift truck?
 - a.) smoking
 - b.) engine off
5. Fork lift trucks are designed with steerable wheels in the _____ (front or back) so as to maneuver in tight spaces better.
6. The forks of your lift truck should be roughly how many inches from the ground when traveling long distances on a smooth surface?
 - a.) 4 to 6 inches, or high enough to clear obstacles
 - b.) 3 feet
 - c.) high enough to clear any co-workers
 - d.) high enough to see below the load

7. The lift truck operator is responsible for what actions prior to entering a trailer:
 - a.) block wheels
 - b.) check floors
 - c.) brake set
8. Which of the following actions should be taken if your lift truck is not in proper working order?
 - a.) your supervisor should be notified immediately
 - b.) you should document your inspection log
 - c.) you should notify your supervisor when you have free
 - d.) a and b are correct
 - e.) all of the above
9. How can you detect an LPG leak?
 - a.) odor
 - b.) frost

True or False

- | | | |
|---|---|---|
| T | F | 10. When charging batteries, acid should be poured into water; never the reverse. |
| T | F | 11. Work is permitted under the forks of a lift truck if the parking brake is set and the engine is off. |
| T | F | 12. Riders are only allowed on fork lift trucks if they stay within the cage area. |
| T | F | 13. When crossing railroad tracks in a fork lift truck, always cross the tracks diagonally. |
| T | F | 14. Violation of safety rules, near misses and occasional damage to stock probably indicates a high accident and maintenance rate. |
| T | F | 15. It is permissible to overload the truck by 25% if additional counterweights are used. |
| T | F | 16. Repairs to industrial trucks should only be made by persons trained and authorized to do so. |
| T | F | 17. The maximum rated capacity you may lift cannot exceed the load maximum listed on the nameplate, except when additional counterweights are provided. |

- T F 18. Slippery spots caused by oil and water may increase braking distance or cause loss of steering control.
- T F 19. If you are not able to see because of a large load in front of you, it is better to drive backwards than to try to see around it on one side.
- T F 20. If they ask, maintenance men and repair personnel may be lifted on the forks to reach their work.
- T F 21. Passing another truck on a narrow aisle is safe if it is going no more than eight miles per hour.

Name: _____

Date: _____

Dept: _____

Company: _____

Score: _____

Location: _____