MEMO

TO: Production Supervisors

FROM: Roslyn Godfrey, President

DATE: April 15, 2018

RE: Health and Safety Program

Chesterfield Creations is an industry leader in health and safety for all employees. To ensure compliance with all OSHA standards, we are introducing a new three-part program to raise the awareness of health and safety issues among our supervisors. Each session will be held from 9 a.m. to 11 a.m. in our main conference room. The date and theme for each session display below.

Date Theme

May 6 Environmental Issues

May 4 General Information

May 5 Avoiding Injury

You will receive a link to videos and related documents for each topic. After attending the training sessions you will be expected to share the information with your production team. Specific topics to be discussed in each session are listed below.

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| General  Information | Importance of Training |
|  | Laws Protecting Workers |
|  | Reporting Violations |
|  | Worker Rights and Responsibilities |
| Avoiding  Injury | Appropriate Footwear |
|  | Eye and Face Protection |
|  | Importance of Keeping Fit |
|  | Proper Lifting Techniques |
| Environmental  Issues | Controlling Combustible Dust |
|  | Managing Leaks |
|  | Proper Cleanup of Spills |
|  | Ventilation Issues |
|  | Reporting Hazards |