



## OCCUPATIONAL SAFETY & HEALTH

### Safety Standard-017 Seat Belts

#### **I. PURPOSE**

To establish a policy to assure maximum operator and passenger safety, thus minimizing the possibility of death or injury. This policy applies to all employees, contractors, visitors, and vendors of the Coosa Pines Mill.

#### **II. ADMINSTRATIVE DUTIES**

The Safety Manager or designee is responsible for oversight of this safety standard. Implementation of this policy and applicable procedures is the responsibility of the site General Manager.

#### **III. RESPONSIBILITIES**

All employees, contractors, visitors, and vendors at the Coosa Pines Mill will embrace the requirements of this standard and assure 100% compliance and accept accountability for following the guidelines set out in this standard. Employees, contractors, visitors, and vendors are to notify supervision of any non-conformances regarding this standard and report all hazards and potential hazards immediately.

#### **IV. POLICY**

To ensure the safety of all personnel, seat belts shall be worn by drivers and passengers in all vehicles owned, leased, or rented by the company at all times. This also applies to the operation of privately-owned or other vehicles on company property or off-site while on company business. In addition to motor vehicles, this standard covers all mobile equipment in which a seat belt exists in the manufacturer's design.

#### **V. PROCEDURE**

1. All individuals shall use the seat belts installed by the vehicle or mobile equipment manufacturer, properly adjusted and securely fastened.
2. Additionally, no one shall operate a vehicle or mobile equipment in which the seat belt is inoperable.
3. No person shall be transported in a seating position in which the safety restraint is inoperable.
4. Manufacturer-installed seat belts shall not be modified, removed, deactivated, or otherwise tampered with except for maintenance and repair.



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5. If seat belts are determined to be defective and/or inoperable, the vehicle and/or mobile equipment shall be removed from service until repairs are made.

## VII. DOCUMENTATION/RECORDS

1. Documentation
  - a) The Safety Manager will maintain the original standard and any subsequent revisions with the latest version of this standard accessible through the Coosa Portal and the Coosa Contractors Website.
  - b) Supervision is responsible to ensure documentation of review of this standard by all employees, contractors, visitors and vendors.
  - c) Area Operations Coordinator to notify Safety Manager of necessary revisions to this standard.
2. Records
  - a) The Safety Manager is responsible for maintaining all applicable records per document control procedures.

## VIII. RECORD OF REVISIONS

Revision No.	Date	Description of Revision
0	04/07/17	Original Issue

<b>ISSUED BY:</b>   Safety Manager Coosa Pines Mill	<b>APPROVED BY:</b>   General Manager Coosa Pines Mill
<u>4-7-17</u> DATE	<u>4-10-17</u> DATE