



THE GREAT PASSION PLAY

SAFETY PROGRAM

2021

THE GREAT PASSION PLAY SAFETY PROGRAM

TABLE OF CONTENTS

I.	MANAGEMENT POLICY STATEMENT.....	1
II.	SAFETY RESPONSIBILITIES.....	2
	DEPARTMENT, UNIT AND / OR SECTION MANAGERS	
	FIRST LINE AND / OR IMMEDIATE SUPERVISORS	
	MAINTENANCE MANAGER AND / OR SUPERVISORS	
	SAFETY COORDINATOR	
	EMPLOYEES	
III.	SELF INSPECTIONS.....	6
IV.	ACCIDENT INVESTIGATIONS.....	7
V.	SAFETY MEETINGS.....	8
VI.	GENERAL SAFETY RULES.....	9
	PERSONAL CONDUCT	
	PHYSICAL CONDITION	
	CLOTHING	
	ELECTRICAL EQUIPMENT	
	LADDERS, SCAFFOLDS AND GUARDS	
	HOUSEKEEPING AND PERSONAL WELFARE	
	COMPLIANCE WITH RULES	
VII.	SUPERVISORY TRAINING.....	13
VIII.	SAFETY RECORDKEEPING.....	14
IX.	FIRST AID POLICY & PROCEDURES.....	15
	GENERAL INSTRUCTIONS	
	CARE OF OCCUPATIONAL INJURIES	
X.	EMERGENCY ACTION PLAN.....	16
	GENERAL FIRE PREVENTION RULES	
	FIRE DRILLS AND EMERGENCY EVACUATION PROCEDURES	
	PERSONNEL	
	SUPERVISORS	
	FIRE EXTINGUISHERS	
XI.	VEHICLE INSPECTIONS AND DRIVER SAFETY TRAINING.....	19

XII.	RESPONDING TO MEDICAL EMERGENCIES INVOLVING EMPLOYEES OR GUESTS.....	19
XIII.	SAFETY PLAN REVIEW.....	20
EXHIBIT 1	SAFETY REPORT – TO BE USED BY EMPLOYEES TO REPORT POTENTIAL HAZARDS	
EXHIBIT 2	SAFETY AUDIT / SELF INSPECTION CHECKLIST	
EXHIBIT 3	SUPERVISOR’S ACCIDENT INVESTIGATION REPORT FORM	
EXHIBIT 4	SAFETY MEETING SIGN IN SHEET	
EXHIBIT 5	JOB SAFETY ANALYSIS FORM	
EXHIBIT 6	CHECKLIST FOR TRAM INSPECTION AND SHUTDOWN PROCEDURES	
EXHIBIT 7	CHECKLIST FOR VAN OR OTHER VEHICLE INSPECTION	
EXHIBIT 8	ANNUAL SAFETY PLAN REVIEW	

I. MANAGEMENT POLICY STATEMENT

The Great Passion Play is cognizant of the fact that employee safety IS of paramount importance in the planning and operation of all facility activities. Safety is essential to employee welfare, morale and employee relations. With this in mind, management has decided to establish a Comprehensive Safety Program within all departments and at all levels of activity.

Realizing that accident prevention requires a continuous effort and participation of employees, it is the firm policy of The Great Passion Play that no part of our job is so important that we cannot take time to do it safely.

Emphasis will be on mutually finding ways to operate accident free. The success of our safety program depends on the safety and well being of our employees. Therefore, it is imperative that workplace hazards be identified, appropriately evaluated, and effectively controlled.

The full support of all employees is essential to the effectiveness of our Safety Program. Each employee has an obligation to cooperate fully in the program by helping to protect himself /herself and fellow employees. Your complete cooperation is requested.

Keith Butler – Chief Administrator

January 01, 2021

Date

II. SAFETY RESPONSIBILITIES

While the Board of Directors has the ultimate responsibility for the prevention of accidents, the specific responsibility and commensurate authority for implementing the Safety Program rests with each member of the Management and Employee Team.

Therefore, as a matter of policy, the company will....

- Maintain an active progressive safety plan, in which all members of management will participate in order to promote safety awareness and safe work practices on and off the job.
- Provide, within reason, a work environment in which identified occupational hazards are controlled when elimination is not feasible.
- Require that all employees follow established safety rules and job safe work practices.
- Provide adequate budget approvals for the achievement of all approved safety objectives.
- Establish a program, with a system of accountability, in order to audit and track safety performance of all employees.
- Actively support the Safety Program with the decisions and directives that are required.
- Delegate authority to others under his and/or her supervision to expedite and facilitate the application of the Safety Program.

DEPARTMENT MANAGERS WILL...

- Be responsible and accountable for a superior level of safety performance in their areas.
- Educate and train employees regarding on the job hazards.
- Preferentially utilize feasible engineering methods for controlling workplace hazards.
- Institute work practices which reflect the safest and most efficient methods available for accomplishing assigned tasks.

SAFETY RESPONSIBILITIES

Continued

FIRST LINE AND/OR IMMEDIATE SUPERVISORS WILL...

- Be responsible for actively supporting The Great Passion Play Safety Program. Supervisors will be held accountable for the safety performance of their sections and/or units.
- Teach each employee the hazards of the job and how to avoid and/or control them.
- Impart to each employee that the violation of established safety rules WILL not be tolerated.
- Take prompt corrective action whenever unsafe acts or unsafe conditions are observed or reported by employees.
- Provide needed safety equipment or other protective devices for assigned tasks as required.
- Conduct regular safety inspections of his and/or her area of responsibility. Submit a written report to your manager upon completion of the inspection.
- Instill positive safety awareness in each employee through personal safety contacts.
- Report and investigate all accidents. Determine source of the accident and implement corrective actions that will prevent recurrence in a timely manner.
- Provide continuing safety training sessions to all new employees and/or transferred employees.
- Conduct and/or participate in safety meetings and be informed on each portion of the Safety Program and related issues.
- Enforce good housekeeping practices.
- Observe and enforce proper use of required personal protective equipment.
- Ensure that all of your employees are informed of the Safety Program and that a copy of the written safety rules is issued to each employee.
- Provide leadership in Safety Program planning and/or revisions.
- Ensure that employees that you supervise are participating effectively in the Safety Program.
- Review all major accidents (Lost Time Cases, Restricted and/or Light Duty Cases, Medical Treatment Cases and Fatalities) with each employee in your area of responsibility.
- Obtain and/or render prompt first aid to injured employees.

SAFETY RESPONSIBILITIES

Continued....

MAINTENANCE MANAGER AND/OR SUPERVISORS WILL...

- Have the responsibility to actively support The Great Passion Play Safety Program. Supervisors will be held accountable for the safety performance of their crews and with prompt corrections of submitted work requests involving potential hazards.
- Work with Executive Safety Committees, Safety Coordinators and Supervisors.
- Cooperate in devising safety equipment guards and other protective devices.
- Maintain a regular log and maintenance schedule on all equipment repairs that were prompted by a safety work request.
- Serve on the Safety Committee.
- Participate in scheduled facility inspections conducted by the Executive Committee.
- Maintain maintenance records, including pre-operational checklists.
- Enforce the proper use of machine guards and personal protective equipment.

SAFETY COORDINATOR WILL....

- Serve in a staff capacity without line authority.
- Coordinate safety activities.
- Keep and analyze accident records and trends.
- Conduct safety educational programs for supervisory personnel.
- Coordinate departmental safety interest and motivational programs.
- Serve on the Executive Safety Committee as Secretary.
- Evaluate all OSHA (Occupational Safety and Health Administration) recordable case investigation.
- Assist in scheduled facility inspections.
- Periodically attend scheduled safety meetings.
- Provide safety orientations to all new employees.
- Audit departments, sections and units in order to determine compliance with all required safety rules, policies and procedures. Submit findings to the Executive Safety Committee.

SAFETY RESPONSIBILITIES

Continued...

- Assist in establishing procedures and guidelines for the Safety Program(s), and keep them updated.
- Develop safety recommendations for specific operations.
- Attend meetings and conferences of American Society of Safety Engineers, Safety Councils, Contractors Associations, and other organizations considered advantageous to your professional development.
- Attend training schools and/or seminars that provide current methods and/or systems training in accident prevention and safety development.
- Investigate accidents, as considered necessary by management.

EMPLOYEES WILL....

- Be expected to review the Safety Program, read and follow the safety rules.
- Support and participate in the Safety Program.
- Be expected to perform their jobs in the safety manner prescribed.
- Be encouraged to report workplace hazards, and make suggestions for control and/or elimination. A safety report is attached as Exhibit #1 that should be used for this purpose.
- Be expected to conduct themselves in a way that enhances their personal safety and that of their fellow workers.
- Work according to good safety practices as instructed, discussed or posted by supervision.
- Keep the work area and/or job site clean and organized.
- Refrain from engaging in horseplay. Unsafe acts by you or others may be the cause of a serious injury.
- Request and use personal protective equipment provided for specific tasks.
- Report ALL injuries and/or accidents to your immediate supervisor on the day of occurrence, even if you deem them to be minor.
- Refrain from taking shortcuts in your practices. Violation of established safety ruled will not be tolerated.
- Attend all safety meetings and take an active part in the discussions.
- Not start any work under conditions not believed to be safe without first calling these conditions immediately to the attention of the supervisor in charge.

III. SELF INSPECTIONS

Each supervisor will schedule a quarterly facility inspection of their area of responsibility. A written report (checklist) is to be completed for each inspection. This report is to be retained for a period of one year. The report will cover the identification of recognized unsafe practices, unsafe conditions and any other items inherent to a particular job. The report and/or form will include space to indicate corrective measures taken. A standardized self-inspection form is attached to this program as Exhibit #2. Inspections serve two basic functions:

1. To maintain a safe work environment and control the unsafe action of people.
2. To maintain operational profitability. Supervisory inspections can be used to measure safety

Reasons for inspections are:

- To check the results against safety objectives;
- To re-awaken interest in safety;
- To re-evaluate safety by example;
- To detect and reactivate unfinished business;
- To collect data for safety meetings;
- To note and act upon safe behavioral tenets;
- To improve safety standards;
- To check new facilities;
- To solicit the supervisor's help;
- To spot unsafe acts and unsafe conditions.

Scheduled safety inspections should in no way relieve the supervisory force of its inherent responsibility for continuous surveillance of the workers, equipment, work environment and productivity.

IV. ACCIDENT INVESTIGATIONS

First line supervision shall conduct an accident investigation of each injury requiring a visit to a clinic, physician or hospital. A written report will be submitted to management for each recordable case completed. The report will include information on the person injured, his or her job title, tasks being performed at the time of the accident, what was the cause of the accident and what corrective action was taken. It is generally agreed by management that the immediate supervisor is the most knowledgeable of the work area and thus, best able to determine most of the underlying causes of an accident. Depending on the nature and/or severity of the accident and/or other conditions, accidents may also be investigated by the Safety Coordinator, the Safety Committee or Executive Management. A Supervisors Accident Investigation form is attached to this program as Exhibit #3.

V. SAFETY MEETINGS

Each Supervisor will conduct a formalized safety meeting, with all his and/or her employees on a monthly basis or more often if needed. A written record will be kept indicating the topics discussed, date and the names of the persons attending the meeting. The Safety meeting record will be retained for a period of one year. Safety meetings shall be used for communication of safety data and employee training needs. A safety meeting record form is attached to this program as Exhibit #4

Suggestions and recommendations from employees should be encouraged by supervisors. The following may be included in the order of business:

- Communication of new programs, policies and procedures.
- Review of accidents.
- Review of the latest safety inspection and status of hazard corrections.
- Safety education, such as members of the group speaking on various safety subjects, or guest may bring specialized instruction on the use of new equipment.
- Supervisors should seek input from workers. Employees have often given management information, in safety meetings, which has contributed to safety policy, increased production and improved engineering design.

VI. GENERAL SAFETY RULES

PERSONAL CONDUCT

The following will not be tolerated:

1. Deliberate failure to follow established safe work practices, rules or regulations provided by Management.
2. Disregard of any supervisor's instructions.
3. Attitudes of indifference, recklessness, hostility and inattention to the job being performed.
4. Horse play of any kind.
5. Drinking of alcoholic beverages or taking controlled drugs.
6. Sleeping on the job.

PHYSICAL CONDITION

1. Any physical conditions that might affect your safe work performance must be reported to your supervisor immediately upon receiving either a verbal or written report from a medical doctor who has attended you.
2. Any physical ailment that might affect your safe work performance, even if medical treatment has not been rendered, must be reported to your supervisor.
3. The supervisor may find it necessary to change or monitor the employee's job assignments until physical recovery allows for safe work performance.
4. All accidents, whether resulting in injuries or not, all sickness or other ailments no matter how slight they may seem, which are in any way attributable to or connected with your employment, must be reported to you supervisor.

In any case requiring the services of a medical doctor, supervision must be notified immediately. Authorization for any visit to a physician connected with your employment must be obtained from supervision prior to your leaving the work site.

CLOTHING AND SAFETY EQUIPMENT

1. Required personal protective clothing and/or equipment shall be worn at all times as deemed necessary by your immediate supervisor.
2. Existing written safety procedures pertaining to your job assignments will be available in each department, section, office or unit.

GENERAL SAFETY RULES

Continued

ELECTRICAL EQUIPMENT

1. Only employees who are qualified by prior approved training will work on or make repairs to electrical equipment.
2. All electrical circuits shall be tagged and locked out at the main disconnect for work before repairs to equipment are started. Our objective is a “ZERO” energy state prior to engaging repairs.
3. All electrical powered equipment, including electrical hand tools shall be inspected by the approved user and must be properly grounded before using.
4. Safety guards on all powered equipment must be in place before equipment is used.
5. Always disconnect the power supply line of tools and/or equipment before changing accessories.
6. Do not use the power cord of tools in order to lift or lower them.
7. Inspect the insulation on power lines and/or cables for frayed and/or broken connections each time tools are used.
8. Follow additional job safe practices provided by supervision.

LADDERS, SCAFFOLDS AND GUARDS

1. Do not use chairs and/or tables, desk or boxes in place of ladders. Use an approved ladder.
2. Ladders must be inspected for cracked or broken rungs prior to use by the user, and if found unsafe, they must be reported to supervision.
3. Ladders must be used for access to scaffolds.
4. All ladders must be tied off at the top or in some other efficient manner in order to keep them from slipping, shifting or falling.
5. Scaffolding material must be inspected by the user and supervision prior to use. It must not be used if found unsafe.
6. Barricades and/or warning signs must be used at wet floor passageways and when overhead work is being performed. They must be removed when the job is complete.
7. Follow all other ladder, scaffold and guard safe rules provided by supervision.

GENERAL SAFETY RULES

Continued...

HOUSEKEEPING AND PERSONAL WELFARE

1. Clean bodies and clothes are essential to good health and such should be maintained.
2. All trash and/or waste containers, packing and paper boxes, etc, must be put in the proper place.
3. Nails protruding from boards, boxes or shipping containers, etc. must be removed or bent down immediately.
4. Containers are provided for all used paper towels, cigarette packages and butts, paper, candy wrappers, etc., and must be used. Deliberate and willful scattering of trash will not be tolerated.
5. Any and all work areas must be cleaned before the job can be accepted as being complete.
6. Aisles, ramps, steps, platforms and other passageways must be kept clean and free of obstruction.
7. Toilets and break areas are provided for personal needs and must be used for these purposes. They are to be kept clean and orderly at all times.
8. All employees are requested to park their vehicles between striped parking spaces and/or in other designated areas. Do not park in such a manner that you take up more space than required.
9. Do not run up and down stairwells. Use provided handrails. Never carry loads up and/or down stairs that block your vision while walking. Never leave obstructions in stairwells.
10. Corridors – All employees are requested to observe and/or listen for ongoing traffic in corridors prior to exiting from an office into a corridor. Never leave obstructions in corridors unattended.
11. Energy conservation – All employees are requested to turn off personal appliances, prior to leaving work at the close of your work shift.
12. In the event of a fire, notify the fire department and try to extinguish the fire prior to it becoming uncontrollable. Report the incident to your supervisor and to the Safety Coordinator immediately.
13. All employees are requested not to leave valuables unattended (on desk top or in unsecured desks). Report all thefts to your immediate supervisor at once. Remember, it is requested that you do not bring valuables to work.
14. Do not lean and/or tilt back on the rear legs of a work chair or place feet on desktops. Most chair fall accidents happen when a person was sitting down, rising or moving about on and/or in a chair. However, a few do occur when leaning and/or tilting back on rear chair legs.
15. Close file and/or desk drawers immediately after placing and/or retrieving needed items.
16. Electrical cords are not to be placed across employee walkways. Failure to secure and/or tape down cords has the potential to cause an employee-tripping hazard.

GENERAL SAFETY RULES

Continued...

17. Do not store materials and/or boxes in employee walkways. Should an employee have to step over obstructions in order to continue passage, this action may result in a fall and/or trip.
18. Only authorized employees shall operate office machinery and/or equipment.
19. Razor blades, thumbtacks and other sharp objects shall not be thrown loosely into desk drawers. Never leave knives or scissors on a desk top unattended.
20. Do not place hands, fingers or feet inside protective guards or inside door, desk or file wells while attempting to work on energized equipment or while attempting to close a door or a file. You may lose an appendage.
21. Card index files, dictionaries or other heavy objects should be kept off the top of file cabinets and other high furniture.
22. Additional safety ruled may be added by supervision in each individual work unit. These rules will also be followed by all employees.

Safety is everyone's responsibility; let's prevent accidents rather than treat the results that unsafe practices and unsafe conditions can produce.

COMPLIANCE WITH RULES

All personnel are expected to comply fully with these Safety Rules. Any failure to do so will result in appropriate disciplinary action. All disciplinary action will be consistent with fair and just treatment of each individual employee.

The listed Safety Rules are illustrative and should not be viewed as an exclusive listing to encompass situations not specifically mentioned. Management reserves the right at all times, when circumstances warrant it, to promulgate new rules or modify existing ones in order to ensure a safe, healthy and productive work environment for all our employees, contractors or guests.

VII. SUPERVISORY TRAINING

The Great Passion Play shall develop and implement a training program that will provide for training of each new employee, an existing employee on a new job or when new jobs or work is initiated, in the correct work procedures to follow, use of required personal safety equipment, and where to get assistance when needed. This training should be accomplished by the job supervisor, but may be done by a training specialist or an outside consultant such as a vendor or safety consultant and/or safety coordinator.

Annual training shall be provided to all persons in supervisory positions in the following:

- How to conduct safety meetings.
- How to conduct facility and/or area inspections.
- How to conduct accident investigations.
- How to perform a job safety analysis. A job safety analysis form is attached to this program as Exhibit #5.
- How to use safety in job plans.
- How to use leadership skills.

It is important that the supervisor not only instruct the employee in his or her duties, but also demonstrate the correct method to do the work. This training should be followed up frequently until the immediate supervisor is satisfied that the worker is carrying out the instructions and has learned to work correctly and safely. Job training is an effective method of starting the employee off right, not only in developing his or her skills for the work assignment, but also in molding safe attitudes.

VIII. SAFETY RECORDKEEPING

Each supervisor and/or manager, as well as the HR Department, shall maintain written copies for a period of one year from the end of the year for which the records are maintained. The records will include:

- Accident investigations.
- Safety meeting minutes.
- Employee training records.
- Area and/or facility inspection reports.

The types of work –related injuries that must be recorded and investigated are:

- All fatalities.
- All lost-work day cases.
- All restricted and/or light duty cases.
- All cases that require medical treatment, above first aid.
- All cases that require job transfers, termination, or resulted in loss of consciousness and/or rehabilitation.

IX. FIRST AID POLICY & PROCEDURES

Each department, office, section or unit manager and/or supervisor shall adopt and implement a first aid program, which will provide for a trained first aid person at each job site on each shift. A first aid kit with proper supplies and job hazard exposures will be maintained and restocked as needed.

First aid is the emergency one time treatment of the ill and/or injured prior to seeking professional medical or surgical attention if needed. Effective first aid facilities should be maintained; it is suggested that supervisory personnel be encouraged to enroll in the approved American Red Cross multimedia or first response course. This will assure that there are personnel available at all times trained to assist injured employees.

GENERAL INSTRUCTIONS:

1. **Caution!** Please wear rubber gloves if blood is present.
2. Wash your hands thoroughly before treating an injury.
3. Provide total care for those injuries clearly within your capability to handle. All questionable cases should be referred to the local doctor, or to the local hospital's emergency room.
4. Enter all injuries and subsequent treatment or disposition in the First Aid Log Book/Sheet.

CARE OF OCCUPATIONAL INJURIES:

1. Minor lacerations (cuts): gently cleanse wound with liquid Dial antibacterial soap and water. A triple antibiotic ointment may be applied. Cover with appropriate dressing.
2. Severe lacerations: if bleeding, apply pressure dressing and refer to doctor.
3. Minor contusions (bruises): apply cold compresses. If skin is broken, gently cleanse area with liquid Dial antibacterial soap and water. A triple antibiotic ointment may be applied. Cover with appropriate dressing.
4. Minor abrasions (scrapes): gently cleanse with liquid Dial antibacterial soap and water. A triple antibiotic ointment may be applied. Cover with appropriate dressing.
5. Minor burns: immerse burned area in cold water for 15-20 minutes, or until pain is relieved. Gently cleanse with liquid Dial antibacterial soap and water. A triple antibiotic ointment may be applied. Cover with appropriate dressing.
6. Foreign body in eye: if foreign body cannot be easily removed by touching it with a cotton-tipped swab, or by irrigating with water, refer to doctor.
7. Slivers: gently cleanse area with liquid Dial antibacterial soap and water. Grasp end of sliver with sterilized tweezers and remove. A triple antibiotic ointment may be applied. Cover with appropriate dressing.

X. EMERGENCY ACTION PLAN

Our emergency preparedness policy is designed to ensure that all reasonable steps are taken to preserve life and property from exposure to fire hazards and other emergencies. The requirements listed here identify the basic elements of our emergency program. They should be a part of every manager's day-to-day responsibilities and will apply to all GPP Departments. They are especially important in individual departments since we do not have full-time safety and fire prevention personnel.

Fire prevention and emergency preparedness must receive first priority in the design of a new building, or in the occupancy of an existing building. Safety and fire prevention specialists make a study of the building and the materials used in its construction. All necessary steps should be taken to ensure that fire prevention is an integral part of the design and construction of a new building or an existing structure. The same scrutiny regarding potential hazards should be exercised in any future changes to the structure.

This policy is not intended to deal with the complexities of fire prevention in building design, fire protection systems, high-hazard exposures, compliance with legal ordinances, or the many technical details of fire prevention. It is meant to serve as an outline of the various aspects of our fire prevention program and as a helpful resource for managers and supervisors who must carry out the program's specific procedures.

GENERAL FIRE PREVENTION RULES

1. Identify the address and phone number of the public fire department and other emergency units which may be summoned. Post this information and the emergency procedures for summoning assistance in strategic locations.
2. Establish a warning system for fire or similar-type emergencies. The alarm system shall be tested no less than weekly, with complex alarm systems being tested daily to ensure the system is in working order.
3. Each location shall establish an emergency organization consisting of a select number of employees, organized and trained, to deal effectively with fires, explosions, and similar occurrences.
4. A monthly self-inspection shall be conducted to identify and correct recognizable fire hazards.
5. Inspections of fire extinguishers shall be conducted to identify and correct recognizable fire hazards.
6. Exit doors, approved hardware and lock devices, exit signs, passageways, and means of emergency exit shall be inspected periodically to ensure their working condition and unobstructed access. Padlocking of a designated fire exit door is prohibited.
7. Emergency lighting shall be inspected and tested at periodic intervals to assure good operating conditions.
8. Respiratory protection equipment designated for emergency use shall be inspected monthly and the date recorded on a tag attached to the unit or storage container.

EMERGENCY ACTION PLAN

Continued...

9. Procedures for a fire safety system shall be established to control flame-or spark-producing equipment
10. Procedures shall be established to control the receipt, storage, handling, and use of flammable liquids. The use of safety cans for handling separate storage of flammables, minimizing concentrations, and proper identification of containers are typical procedures which shall be enforced.
11. Regulations shall be established to control smoking in hazardous areas.
12. Procedures shall be established for reporting and investigating fire and other incidents.
13. The training of selected personnel in the use of fire extinguishers shall be accomplished on a periodic schedule.
14. Procedures to accomplish after-hours notification of key personnel when the facility is operating at less than normal complement or shutdown shall be maintained and kept current.
15. Access of emergency vehicles shall be considered in regard to facilities' layout. Parking of cars or other obstructions shall be restricted as necessary.
16. Fire drills shall be carried out in accordance with a regular yearly schedule.
17. Proposed changes in facilities' layouts, materials, operations, and constructions shall be reviewed by unit safety fire prevention personnel as early in the planning stage as possible in order to establish the necessary fire prevention measures.
18. Unit safety and fire prevention personnel shall make sure that specialized training is provided to persons with responsibilities for maintenance of fire-fighting equipment, related systems, and supplies.

FIRE DRILLS AND EMERGENCY EVACUATION PROCEDURES

It is the responsibility of every manager and department head in the company to ensure that the employees under their supervision know how to get out of the building in the event of a fire emergency. An orderly evacuation depends on both an early warning and employee awareness of the proper procedures to follow. While the procedures below apply to all company facilities, managers in small locations with few employees must use their own judgment in implementing them.

1. Each location has established procedures to be followed regarding the evacuation of buildings in emergencies.
2. Where possible, key emergency instructions has been highlighted and posted in each department.
3. Each location shall have a procedure suitable to alert the occupants to the need for evacuation.
4. Concise emergency instructions has been posted at strategic locations throughout the premises, including a floor plan drawn to indicate the emergency exits, the procedure for sounding an alarm, and evacuation instructions.

EMERGENCY ACTION PLAN

Continued...

5. Fire drills will be held in accordance with a regular schedule. In general, all locations should have not less than one fire drill annually.
6. Emergency exits and routes leading to them shall be clearly identified by signs. Current standards on construction, dimensions, lighting, and number of exits required by safety codes shall apply in designated exits.
7. As applicable, location procedures will include the following minimum personnel actions after the fire procedure has been initiated.

All Personnel

- Take whatever immediate steps are necessary and feasible to minimize any hazard in leaving the work area unattended.
- Assemble at a predetermined safe location for attendance check.
- Do not re-enter the building until the “All Clear” instructions are given by responsible authority.

Supervisors

- Direct the evacuation of your area and account for personnel.
- Advise the responding authority of the situation and warn of potentially hazardous conditions.

FIRE EXTINGUISHERS

Fire extinguishers are classified on the basis of what types of fires they are most effective in handling.

CLASS A extinguishers should be used for fires in flammable materials such as gasoline, oils, lacquer, thinner, paints, and greases.

CLASS B extinguishers should be used for fires involving ordinary combustible materials such as paper, wood, and textiles.

CLASS C extinguishers should be used for fires in electrical equipment.

CLASS D extinguishers should be used for fires involving metals.

Fire extinguishers are provided for use within specific areas and are considered “first aid” to control fire in the early stages.

XI. VEHICLE INSPECTIONS AND DRIVER SAFETY TRAINING

Realizing that driving is the most dangerous thing that we do in life, the Human Resources Department will arrange a 1.5 hour driver safety training class for our year round employees. This class is conducted by a AAA Certified Trainer and is offered by the Arkansas Workers' Compensation Commission's Health and Safety Division.

XII. RESPONDING TO MEDICAL EMERGENCIES INVOLVING EMPLOYEES OR GUESTS.

If you as an employee observe a fellow employee or a guest of The Great Passion Play experiencing a medical emergency, please **call 911 first on a telephone**, not on a cell phone. If you are away from a phone and need to call 911, you may dial the Eureka Springs Police Department on a cell phone at 253-8666. Please ask them to dispatch an ambulance. If no cell phone is available and a radio is available, please call for base and have an ambulance called.

The following signs of serious life-threatening illnesses are provided to help you recognize possible emergencies:

Recognizing the signs of a heart attack or angina (chest pain):

- sudden onset of chest pain
- Shortness of breath
- Sweating
- Nausea
- Profound weakness
- Irregular heartbeat
- Loss of consciousness

Recognizing the signs of a stroke:

- Sudden numbness or weakness of face, arm or leg; especially on one side of the body
- Sudden confusion, trouble speaking or understanding
- Sudden trouble seeing in one or both eyes
- Sudden trouble walking, dizziness, loss of balance or coordination
- Sudden severe headache with no known cause

If the person is experiencing any of these symptoms, time is important. IMMEDIATELY CALL 911.

XIII. SAFETY PLAN REVIEW

The Human Resources Director and the Maintenance Supervisor (Safety Coordinator) will review the Safety Plan on an annual basis.

This review will be to determine if all areas of exposure are addressed in the Safety Plan. Any new hazards identified during the review will receive immediate training when required.

Annual reviews will be documented showing date of review and any new areas of exposure identified. Documentation will be maintained by the Human Resources Department. The annual Safety Plan Review document is attached as Exhibit #8.