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| **STANDARD OPERATING PROCEDURES** |
|  Lost Days without injury boards |
| Supersedes Policy Dated |  | Revision Date |  |
|  |  | 6-25-19 |  |

To: 4WP retail locations

From: Store Operations

Re Policy: **Safety Goal Awareness**

**Purpose:** To keep all 4WP Employees informed of length of time without a recordable injury. If there was a recordable injury, what was it preventable? This is an area that needs the highest level of attention and focus.

**Requirements:** All stores have or will receive a new “Days without injury board”. These boards need to be placed in an area that all employees have access to and it frequently visited. Breakroom, goal board area, Managers office or by the computer employees use to clock in or out.

**Responsibilities :**

* If there’s an injury that happens in one of our locations the Regional Manager is required to send the information to Ethan Powell and copy the Zone and Mark Allen as soon as they have been notified.
* If there have been no injuries in the region the RM will still be required to send reporting to Ethan Powell Mon. and Thurs stating “No injury’s in the region”
* The store Manager will be notified twice a week by a member of Service Ops with the amount of days the Retail channel has gone without a recordable injury. The Manager needs to erase the old amount and replace it with the new days without injury. This will continue unless an injury has been reported. At that point we start over again.

**Goal: The goal is to get everyone working towards the same target and that’s “Safety and Ethics Always” and keep our employees safe at all times.**

**Note: Stores that have finished 30 days without a recordable injury are still eligible for the Pizza lunch for the teams.**

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