



SAFETY MANAGEMENT
GROUP

SAFETY ALERT

On, March 11th, 2020 an SMG associate sustained a scratch/laceration to his left forearm while relocking the right of way gate. The SMG associate reached through the gate panel to pull the locks around to lock and secure the right of way gate. During this procedure his arm came in contact with a small piece of bailing wire that was attached to the gate panel.

- First aid was administered on site by the SMG associate.
- During the investigation process it was determined that several other small pieces of bailing wire were attached to the right-of-way gate panels.



Corrective Measures:

- All bailing wire was removed, to prevent additional injuries from occurring.
- Safety Alert was distributed to all SMG associates.
- This event will be discussed during the Q2 All-Hands Meeting and during weekly Lead Advisor Scrum Meetings.
- All gates should be visually inspected for sharp edges, wire, and/or hazards prior to entering or exiting all gates.
- All Advisors are to inspect their First Aid kits to ensure adequate first aid supplies are available in case of injuries such as scratches and/or lacerations.
- We will be implementing an individualized task hazard analysis process (iTHA). This new process will not only strengthen our lead-by-example culture but will also deliver a hazard recognition mechanism for our associates.