

Below you will find the Health and Safety (H&S) chapter of the Disney International Labor Standards (ILS) Guidebook. The Guidebook is intended to increase transparency into the requirements of the ILS Program. Each chapter begins with a Guiding Principle, meant to set the stage for benchmarks, violation examples and corresponding ratings. The Guidebook will be released one chapter at a time.

This H&S chapter highlights:

- Benchmark requirements and their associated ratings
- Definitions of key terms and phrases
- Information regarding required training and documentation, including permits and licenses
- Required safety procedures and equipment
- Recommended preventative measures

This chapter also introduces color-coded ratings for each of the benchmarks. The definitions for the three rating levels are below.

- **Minimum Compliance Standard (“MCS”)** is applied to violations which fall below the required level of compliance with Disney’s Supply Chain Code of Conduct (“Code”).
- **Serious** is applied to Code violations that may significantly impact worker safety if not addressed promptly. When three (3) or more Serious violations are identified in a single audit, they each will be rated as an MCS violation.
- **Non-MCS** is applied to violations which are less egregious than the ratings above, but remain issues that should be addressed in order for the Facility to be in full compliance with the Code.

Where Code requirements deviate from local legal requirements, the stricter standard will apply. Violation ratings are periodically reviewed and updated. Please note that the violation examples contained in the Guidebook are meant to be illustrative and not exhaustive. Disney reserves the right to make changes to violations and corresponding ratings, at its discretion, taking into account that some issues must be considered on a case-by-case basis.

# HEALTH AND SAFETY

## GUIDING PRINCIPLE

Workers shall be provided with a safe and healthy working environment. Facilities must implement measures to prevent hazards and minimize workers' exposure to unsafe and unhealthy conditions in the workplace and in employer-provided housing.

## DISNEY CODE

Suppliers must provide workers with a safe and healthy workplace, taking all necessary steps required to ensure prevention or mitigation of injury or accidents that may arise from the course of their work, as well as provide guidance on proper chemical management and disposal. At a minimum, Suppliers must provide workers with adequate and accessible restrooms, potable water, sanitary food preparation, storage and eating facilities, personal protective equipment, safe machinery and tools, training to prevent and mitigate accidents, adequate temperature control and ventilation, and sufficient lighting.

Suppliers must ensure that all living and dormitory spaces are clean, safe, and fit for the purpose. Spaces must be secure and allow reasonable freedom of movement to enter and exit.

Suppliers should create, maintain, and execute emergency preparedness plans and procedures that are understandable to workers and clearly communicate the response procedures for various emergencies that may occur including fires, natural disasters, security, and health-related events. Suppliers should regularly assess whether buildings are structurally sound.

## KEY COMPLIANCE BENCHMARKS

The Key Compliance Benchmarks apply with respect to the Code of Conduct for Manufacturers as well as the Supply Chain Code of Conduct announced in March 2022.

The following sections apply to all areas of a facility, including both on-site and off-site employer-provided housing.



Benchmark ratings are indicated with the following symbols:

-  MCS
-  Serious
-  Non-MCS


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## GENERAL HEALTH & SAFETY



### Hazard Assessments

-  • Workers regularly exposed to occupational hazards must be provided with health examinations and tested at the frequency determined by applicable laws and regulations, or at least in the following situations:
  - Before being assigned hazardous work;
  - Periodically while assigned to perform hazardous work;
  - Upon reassignment back to non-hazardous work;
  - At resignation or termination of employment; and
  - Upon request by workers.
-  • Assessments to identify occupational health and safety (OHS) hazards must be conducted regularly to ensure ongoing compliance with applicable legal requirements. (Examples of common OHS assessments can be found in the Preventive Measures section of this chapter.)

### Training & Communication

-  • Health and safety trainings must be provided for all workers and supervisors when hired, upon assignment to a new job, and on an annual basis thereafter.

### Documentation

-  • Records of health and safety hazard assessments and work area inspections must be maintained.
-  • Records of internal and third party audits and compliance inspections by regulatory agencies must be maintained.

- Health and safety corrective and preventive action plans, including documented evidence of hazard control improvements, must be maintained.
- Records of health and safety training attendance and assessment of knowledge and/or skills (quizzes, tests, skills demonstrations) must be maintained.
- Records of self-assessments and other evaluations of compliance with the company's health and safety policies and procedures and compliance with applicable legal requirements must be maintained.
- A log of work-related accidents, injuries and illnesses, and copies of accident investigation reports and the actions taken to eliminate their root causes must be maintained.

### **Work Environment**

- All areas of the facility, including employer-provided housing, must be in compliance with the health and safety requirements outlined in this chapter and meet all applicable laws and regulations for occupant safety.
- Ventilation in the workplace must be maintained to control the levels (or concentrations) of airborne contaminants, temperature, noise, and other environmental factors within allowable limits as prescribed by applicable laws and regulations.
- Lighting must be provided at the level necessary to prevent eye strain and workplace accidents as required by applicable laws and regulations, and necessary for workers to perform their tasks effectively.
- Where proper controls cannot be feasibly maintained, appropriate procedures must be implemented to minimize adverse health impact to workers. For example, frequent rest breaks in a cooler shaded location and ample drinking water should be provided to those working in high temperature and/or humid environments.

- Elevated work areas, including scaffolds, mezzanines, and aerial platforms must have guardrails to prevent falls. Where guardrails are not feasible, workers working in such areas must be provided with appropriate fall protection devices.
- **Confined space** work must be evaluated for risks and appropriate control measures must be clearly communicated to workers and implemented (e.g., confined space entry procedures, permitting process, personal protective equipment) as required by applicable laws and regulations.



### Helpful Definitions

**Confined Space:** The interior of a place such as a tank or a utility vault that is large enough for a worker to enter and perform work but is not designed for occupancy and has restricted means of entry or exit.

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## FIRE & EMERGENCY SAFETY

### Emergency Procedures

- A written evacuation procedure based on potential emergency scenarios must be established.
- All workers, including new hires, must be trained on emergency evacuation procedures in a language they understand on an ongoing basis.
- Evacuation procedures and maps must be prominently posted in all occupied areas and be in a language understood by workers.
- Evacuation maps must indicate both primary and secondary exit routes, the locations of fire extinguishers and alarm points, and the designated assembly locations outside the building.

### Evacuation Drills

- Evacuation drills must be conducted for the entire facility once every six months.

- • Evacuation drills must include:
  - All workers;
  - All work shifts; and
  - All areas of the facility, including on-site and off-site employer-provided housing.

Note: Large facilities and those with multiple shifts may need to conduct drills at different times to ensure all workers are included.

- • Workers with disabilities or special needs must be pre-assigned a partner to assist them in evacuating during a drill and in case of an actual emergency.



### Helpful Definitions

**Means of Egress:** A continuous and unobstructed path of travel from any point in a building to the outside. This includes the way of exit access, such as a corridor, the exit, and the exit discharge to outside the building.

**Exit:** A portion of the means of egress that is physically separated from all other spaces of the building. It provides a protected way of travel to the outside. This includes but is not limited to exit doors, exit passageways, and exit stairways.

**Occupant Load:** Occupant load is defined as the number of occupants per story that the means of egress is expected to accommodate. For example, for a space with 400 occupants and two means of egress, the occupant load for each is 200. The minimum sizing of exit doorways, exit pathways and exit stairways is based on occupant load.

### Means of Egress

- • **Means of egress** and stairways must be fully accessible at all times and free from debris, clutter, equipment, and storage that may impede egress or present a fire hazard.
- • Emergency lighting for all means of egress pathways (e.g., aisles, corridors, exit stairways, and ramps) must be installed, functioning, inspected monthly, and powered by either battery or backup generator.
- • The minimum width of exit doorways and exit pathways must meet the stricter of local fire safety regulations or the widths in the following table<sup>1</sup>:

Minimum Width of Exit Doorways and Pathways	
Occupant Load per Exit Doorway or Pathway	Minimum Width
1 – 160 people	0.8 meters (32 inches)
161 to 200	1.0 meters (40 inches)
201 to 300	1.5 meters (60 inches)
301 to 400	2.0 meters (80 inches)
more than 400	Occupant Load times 5.1 mm (0.2 inches)

<sup>1</sup> International Fire Code (2021), Section 1005 “Means of Egress Sizing”

- The minimum width of all exit stairways must meet the stricter of local fire safety regulations or the widths in the following table<sup>2</sup>:

Minimum Width of Exit Stairways	
Occupant Load per Exit Stairway	Minimum Width
1 – 50 people	0.9 meters (36 inches)
51 – 150	1.1 meters (44 inches)
151 to 200	1.5 meters (60 inches)
201 to 300	2.3 meters (90 inches)
301 to 400	3 meters (120 inches)
more than 400	Occupant Load times 7.6 mm (0.3 inches)

- All means of egress pathways must be delineated and marked with arrows and signage to indicate the direction of travel to the nearest exit.

### Emergency Exits & Exit Signs

- Exit doors must:
  - Be unobstructed and unlocked during working hours, including overtime hours, or whenever any workers are present in the facility;
  - Open with one single motion (e.g., push on a panic bar, or turn a doorknob, or push down on a door handle); the use of keys, slide bolts and/or security codes to open the door are not permitted; and
  - Open directly to an exit stairway or to the exterior of the building (i.e., they cannot open into another room or area, or into another building).
- Facilities must have a minimum number of exits based on occupancy as detailed below<sup>3</sup>:

Minimum Number of Exits	
Number of Occupants per Story	Exits per Story
1 - 500 people	Two (2)
501 to 1,000	Three (3)
Over 1,000	Four (4)

<sup>2</sup> International Fire Code (2021), Section 1005 “Means of Egress Sizing”

<sup>3</sup> International Fire Code (2021), Section 1006 “Numbers of Exits and Exit Access Doorways”

- • Exit doors must open in the direction of evacuation (i.e., outward) and be side hinged (e.g., exit doors cannot be rolling or sliding).
- • Visible and illuminated signage must be posted at each exit.
- • The exits must be as far apart as possible (e.g., for a space with two exits, the exits should be on opposite sides of the space).
- • For facilities without an automatic sprinkler system, sufficient exits must be available to ensure that the maximum travel distance for a person to reach the nearest exit does not exceed 61 meters (200 feet)<sup>4</sup>.

### Emergency Equipment

- • Fire alarms must be clearly heard and visible from all areas of the facility and employer-provided housing, as required by applicable laws and regulations.
- • A fire alarm control panel, automatic fire sprinklers, smoke detectors and fire extinguishers must be installed as required by applicable laws and regulations.
- • Maximum travel distance to a fire extinguisher cannot exceed 23 meters (75 feet)<sup>5</sup> or the distance required by applicable laws and regulations, whichever is shorter.
- • Inspections of all means of egress, exit components, alarms, and fire detection and suppression systems must be performed on a monthly basis. The inspection program should include, but is not limited to:
  - An inventory of all exit components and emergency equipment
  - A checklist of the inspection and maintenance tasks to be performed for each item
  - Maintenance scheduling based on inspection outcomes
  - Maintenance of any legally required fire inspection certifications

<sup>4</sup> International Fire Code (2021), Section 1017 "Exit Access Travel Distance"

<sup>5</sup> International Fire Code (2021), Section 906.3 "Portable Fire Extinguishers: Size and Distribution"



- Inspection and maintenance records, including the date, work performed (e.g., visual inspection, functional test, or type of maintenance or repair performed) and the name of the individual who performed the work
- Testing and maintenance of sprinkler system components must be performed at a frequency recommended by the manufacturer or in accordance with applicable laws and regulations, whichever is stricter.

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## HAZARDOUS MATERIALS

### Permits & Licenses

- Permits, licenses, registrations and certifications for the storage, handling, treatment, and disposal of **hazardous materials** must be obtained and maintained as required by applicable laws and regulations.

### Training & Communication

- Workers working with hazardous materials must be trained on how to safely store, handle, transport and use such materials, including initial and refresher trainings and applicable certifications as required.

### Hazards Management

- Emergency response procedures must be established to manage spills, leaks and worker exposure to hazardous materials per applicable laws and regulations.
- Hazardous materials must be properly stored. This includes the following:
  - Combustible and flammable materials such as paints, solvents, sawdust, and compressed gases must be stored in approved containers in rooms and storage areas away from open flames or other sources of ignition;
  - Chemicals are stored only in containers approved for use with the specific type of chemical;
  - Materials are separated by hazard class (e.g., organic acids must be segregated from flammables to prevent the release of toxic or flammable vapors in the event of a leak or spill); and



### Helpful Definitions

#### **Hazardous Materials:**

Hazardous materials are liquids, solids and gases that present health and safety hazards to workers, property, or the environment. They include substances that are toxic, corrosive, combustible, flammable, reactive or explosive.

These substances must be used safely to minimize the risk to workers and the environment during their handling, use, storage, transport, and disposal.

- Storage areas, rooms and cabinets are provided with secondary containment to prevent releases to the environment or mixing of incompatible materials in the event of a leak or spill.
- A current inventory of hazardous materials that includes a list of materials in the workplace, where and how they are stored, and the volume of each material present must be maintained.
- The inventory of hazardous materials must be shared with local emergency response authorities where required by applicable laws and regulations.
- A **GHS<sup>6</sup>-compliant Safety Data Sheet (SDS)** must be available for every hazardous material in the facility.
- SDS must be in the local language, in languages understood by the workers, and be immediately accessible to workers in all areas where chemicals are stored or used.
- All containers of hazardous materials must be labeled with a GHS-compliant hazard label in the local language and in languages understood by the workers. Labels must include the following:
  - Signal word indicating the hazard level (e.g., Danger, Warning, etc.);
  - Hazard pictograms that illustrate the material hazard types;
  - Manufacturer information;
  - Precautionary statement and first aid instructions;
  - Hazard statements (for example, “Extremely flammable gas,” or “Toxic if ingested”); and
  - Product or chemical name



### Helpful Definitions

**GHS:** The UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS) is an international system created by the UN to address the classification of chemicals by types of hazard and harmonize hazard communication elements, including labels and safety data sheets.

**Safety Data Sheet (SDS):** An SDS provides detailed information about a chemical to help ensure that all workers who handle chemicals have the hazard information they need to safely use, handle and store them. Some of the information they provide includes, physical data (e.g. flash point and vapor pressure), physical and health hazards, first aid measures, required personal protective equipment, and how to handle spills or leaks.

<sup>6</sup> United Nations Globally Harmonized System (GHS) of Classification and Labelling of Chemicals: [http://www.unece.org/trans/danger/publi/ghs/ghs\\_rev02/02files\\_e.html](http://www.unece.org/trans/danger/publi/ghs/ghs_rev02/02files_e.html)

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## MACHINE AND ELECTRICAL SAFETY

### Permits & Licenses

- Machinery and electrical system permits, licenses, registration and certifications must be obtained and maintained as required by applicable laws and regulations.
- Where licensing or certification is required to perform a specific function (e.g., weld; operate any machinery, equipment or vehicle; or install, maintain or repair electrical equipment and systems), workers must be properly trained, licensed, and/or certified as required by applicable laws and regulations.

### Training & Communication

- Machinery and electrical equipment must be provided with signs and labels indicating the hazards and necessary precautions.
- All machinery and electrical equipment signs and labels must be in the local language and in languages understood by the workers.
- Safe operating procedures for all machinery and electrical equipment must be up to date and readily available for workers who operate the machinery and electrical equipment.
- All safe operating procedures for machinery and electrical equipment must be in the local language and in languages understood by the workers.

### Machine Safety

- Required machine safeguards must be securely in place, in good operating condition, effectively protect against identified hazards, properly utilized and maintained according to manufacturers' instructions or recommendations, and tested for proper operation at the start of every work shift.
- Higher risk processes such as welding, torch cutting, brazing and soldering must be conducted using proper safety measures, such as a "hot work" permit system.



### Helpful Definitions

**Hot Work:** Any work using open flame or heat sources that could ignite combustible materials. Examples of hot work include welding, cutting, brazing, pipe soldering, and metal grinding.

All hot work should be approved by an authorized individual at the workplace who is trained on the necessary precautions for hot work management. This individual is responsible for granting permits when combustibles are removed from the work area where hot work is performed, wall and floor openings are covered, combustible floors are covered with fire-resistant materials, a fire extinguisher is readily available, a fire watch is provided, and any other necessary precautions are taken.

- All machinery must be reviewed for safety hazards, and safeguards must be provided to protect workers against the identified hazards. The types of hazards requiring safeguards include, but are not limited to:
  - Hot surfaces
  - Rotating parts, including in-running nip points
  - Reciprocating and transverse motions
  - Cutting, punching, shearing, and bending actions
- Detailed preventive maintenance records for all machinery and equipment safeguarding must be maintained, including, but not limited to, inspections, functional testing, and scheduled maintenance and repairs.

### Electrical Safety

- Electrical wiring and equipment in damp or wet locations must be approved for use in such locations in accordance with applicable laws and regulations.
- All electrical wiring and equipment must be covered and insulated to prevent contact with exposed live parts, per applicable laws and regulations.
- Electrical equipment and installations must be maintained in a safe condition through a program of routine inspections and preventive maintenance at least annually or at a frequency recommended by the designer or manufacturer, whichever is more frequent.

### Lockout/Tagout

- **Lockout/tagout** procedures must be in place and followed to protect workers from unexpected energization, release of **hazardous energy**, or startup of machinery and equipment during repair and maintenance activities.

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## PERSONAL PROTECTIVE EQUIPMENT (PPE)

### Personal Protective Equipment

- Personal protective equipment (PPE) must be provided, maintained, and replaced at no cost to workers.



### Helpful Definitions

**Control of Hazardous Energy (Lockout/Tagout):** Workers who service or maintain machines and equipment may be exposed to serious injury or death if hazardous energy is not properly controlled.

Lockout/tagout procedures require affixing the appropriate locks and/or tags to energy-isolating devices (for example, switches and valves), deenergizing machines and equipment before beginning work, and training all workers performing lockout/tagout procedures. Workers in the area where lockout/tagout is performed should be provided with awareness training.

**Hazardous Energy:** During the servicing and maintenance of machines and equipment, the unexpected startup or release of stored energy (e.g., electrical, mechanical, hydraulic, pneumatic, chemical, or thermal) can result in serious injury or death to workers.

- Workers must be provided with PPE that is appropriate for the hazards involved.
- Workers must always wear PPE wherever its use is required by applicable law to protect the health and safety of workers against site-specific hazards.
- PPE must be stored properly when not in use, inspected prior to each use, maintained to ensure ongoing effectiveness, and replaced as required.
- PPE must fit workers properly to minimize exposure to hazards.

### Training & Communication

- Workers must be trained to properly use, store, and maintain PPE.
- In areas where PPE use is required, postings and signs about the hazard(s) and type of PPE required must be available in the language(s) understood by workers.

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## MEDICAL AND FIRST AID

### Emergency Response

- A sufficient number of licensed medical staff members must be on duty as required by applicable laws and regulations.
- Workers requiring emergency medical attention must receive appropriate care by trained medical professionals in a timely manner.
- Where professional medical attention is not immediately available for an injured or ill worker, first aid must be administered by trained facility first aid personnel in a timely manner.

### First Aid Equipment

- Where there is risk of hazardous materials exposure to eyes, face, or body, emergency eyewash and shower equipment must be available and maintained to function properly at all times.

- The travel distance from any point in the work area to the eyewash and shower equipment must not exceed 15 meters (55 feet) or 10 seconds of travel time in the event of an emergency<sup>7</sup>.
- **First aid kits** must be stocked with supplies appropriate for the hazards in each area, and be readily accessible in all areas, including worker housing.
- First aid kits must be inspected and refreshed at least monthly, or more frequently if needed to ensure adequate amounts of necessary supplies are available and not expired.



### Helpful Definitions

**First Aid Kit:** A first aid kit contains supplies essential for providing first aid to injured workers, such as bandages, antiseptic, scissors, gloves, and hand sanitizer. The requirements for kit contents are contained in ANSI/ISEA standard Z308.1.

### Training & Communication

- First aid training must be provided at least every three years to workers responsible for administering emergency first aid. Training may need to be conducted more frequently to ensure a sufficient number of trained facility first aid personnel on an ongoing basis.
- Workers handling hazardous materials must be trained on emergency procedures including the location and proper use of the eyewash and shower equipment.
- Emergency phone numbers must be communicated to all workers and be visibly posted throughout the workplace and worker housing in languages understood by the workers (e.g., labels containing the number are affixed on all facility phones).
- Signage for emergency equipment must be in languages understood by the workers.

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## SANITATION

### Toilet Facilities

- An adequate number (at least 1 toilet for every 15 workers) of separate male and female toilet facilities must be provided to workers. Wherever possible, single stall bathrooms should also be provided.

<sup>7</sup> American National Standards Institute (ANSI) / International Safety Equipment Association (ISEA) Z358.1 (2014) "Emergency Eyewash and Shower Equipment"

- Toilet facilities in the workplace and employer-provided housing must be well-ventilated, well-lit, and have running water (including hot water where available), soap, toilet paper, and paper towels or other hand-drying equipment.
- Toilet facilities must be maintained in a sanitary condition, be cleaned twice daily (or more frequently as needed), and supplies replenished as needed.

### Drinking Water

- Safe and potable drinking water must be readily available and accessible to workers at all times in the workplace and employer-provided housing.
- Periodic testing of drinking water must be conducted at least once per year to ensure that it meets local regulatory requirements for safe drinking water.

### Dining & Food Preparation

- All food storage areas, food preparation areas, and worker eating areas must be inspected and cleaned frequently (for example, before and after each meal) to maintain sanitary conditions.
- Food handlers, cooks and servers must receive required medical examinations and be trained and certified in food safety as required by applicable laws and regulations.
- All necessary certificates and licenses as required by applicable laws and regulations must be obtained and maintained for canteens/kitchens.

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## WORKER HOUSING

- Employer-provided **housing** must be separated from buildings that contain production processes, warehousing, or chemical storage areas.
- Employer-provided housing must be safe and secure. This includes, but is not limited to:
  - A reasonable level of privacy
  - A separate bed for each worker (sharing of beds by workers on different shifts – also known as “hot bedding” - is not permitted)
  - Beds arranged no higher than two tiers
  - Separate accommodations for men and women (both sleeping rooms and toilets)
  - Adequate supply of potable water available at all times
  - Ventilation, both natural and mechanical, to ensure sufficient air movement in all weather conditions
- Employer-provided housing must have a reasonable level of **hygiene** and comfort. This includes, but is not limited to:
  - Adequate natural and artificial lighting
  - A reasonable amount of personal space and personal storage for each worker
  - Clean and sanitary toilet and washing facilities



### Helpful Definitions

#### **Housing (Dormitories):**

Living accommodations provided or arranged by the employer for its workers. Worker housing is typically a shared accommodation, also known as a dormitory, with two or more workers per sleeping room, and common toilet and washing facilities.

**Hygienic:** Free of biological (bacteria and mold), infestations of insects or vermin, accumulations of trash, and chemical contaminants that can cause illness by inhalation, ingestion or skin contact.



# RECOMMENDED PREVENTIVE MEASURES

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## POLICIES & PROCEDURES

### POLICIES

Develop formal and written policies that:

- ✓ Comply with applicable health and safety laws and regulations, including obtaining all required building construction, occupancy and equipment inspections, permits, certifications and licenses.
- ✓ Maintain a safe and healthy working environment and employer-provided housing, transportation, and food services.
- ✓ Provide emergency first aid as well as ongoing medical treatment and related services needed for a full recovery and return to work for workers who suffer work-related injuries and illnesses.
- ✓ Ensure workers' access to basic needs (e.g., toilet facilities and drinking water) is unrestricted.
- ✓ Provide workers with information and training on an ongoing basis about the health and safety hazards of their jobs and the precautions that are necessary to prevent injury or illness.

### PROCEDURES

In addition to the Compliance Benchmarks described above, develop and implement formal written procedures to:

- ✓ Routinely identify, track and comply with applicable health and safety laws and regulations.
- ✓ Regularly conduct assessments to identify occupational health and safety (OHS) hazards to ensure ongoing compliance with applicable legal requirements. The type of assessment should be appropriate to site operations and can include:
  - Job Hazard Analysis, which breaks jobs down into individual tasks to identify the hazards each task presents and how to eliminate or control the hazards
  - Industrial hygiene (occupational hygiene) surveys to measure exposures to health hazards such as dusts, vapors, gases, noise, and ionizing and non-ionizing radiation
- ✓ Review new equipment and chemicals to identify safety and health hazards in need of control before beginning to use them.
- ✓ Perform preventive maintenance for machine guarding, exhaust ventilation and other hazard controls.
- ✓ Identify training needs and deliver appropriate health and safety training, based on legal requirements, customer requirements, worker requests, and job-specific assessments of health and safety hazards.

- ✓ Provide, maintain, and replace as required, personal protective equipment where hazards cannot be controlled by engineering means.
- ✓ Ensure reporting and investigation of all work-related injuries and illnesses, including taking appropriate actions to prevent a recurrence.
- ✓ Encourage workers to report safety and health concerns or offer suggestions for hazard controls without fear of intimidation or reprisal.
- ✓ Perform structural integrity inspections of all buildings using visual and non-destructive testing methods (e.g., ultrasonic testing, electrical resistivity, and radiographic testing).

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## ACCOUNTABILITY & RESPONSIBILITY

- ✓ Assign accountability to senior management staff for achieving policy objectives and assign management and other staff for effective implementation of procedures.
- ✓ Assign a senior manager with overall responsibility and accountability for meeting policy objectives and overseeing how the system for managing health and safety is working.
- ✓ Ensure that managers, supervisors, and workers have clearly defined roles and responsibilities. For example, responsibility for ensuring workers are given appropriate personal protective equipment where it is needed, that they understand how to use the equipment and they use it consistently.
- ✓ Ensure that management takes into account suggestions from workers and addresses concerns in a timely manner.

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## TRAINING & COMMUNICATION

- ✓ Provide initial and ongoing training to all managers, supervisors and workers on the policy and the health and safety risks in the workplace that could result in illness or injury.
- ✓ Provide in-depth training for the staff responsible for implementing specific procedures. For example, workers that perform repairs and maintenance on equipment that could accidentally become energized and cause injury or death, must know how to follow lockout/tagout procedures to protect themselves and others nearby.
- ✓ Post the company health and safety policy and local laws and regulations where workers, on-site contractors and visitors can see them and in both the local language and the languages workers understand. For workers with difficulty reading, pictograms and photos can help. For example, pictures and symbols can help communicate workplace hazards such as noise or chemicals, and the types of protective equipment required.
- ✓ Encourage workers to report health and safety issues and to make suggestions for improving workplace health and safety practices.

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## DOCUMENTATION

- ✓ Maintain a register of all applicable health and safety laws, regulations and Disney requirements.
- ✓ Maintain **health and safety committee** meeting minutes, action items, and attendance records.

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## MONITORING & CONTINUOUS IMPROVEMENT

- ✓ Conduct regular internal or third party audits and assessments using qualified personnel.
- ✓ Set and measure progress on key performance indicators (KPIs). Examples of KPIs include the percentage of workplace accidents and incidents investigated for root cause, the number of corrective actions completed on time, the number of accidents and injuries resulting from the same cause, and the percentage of workers able to safely evacuate the workplace in the target time.
- ✓ Perform regular worker surveys to measure how satisfied they are with workplace conditions and practices and to understand what would help them do their jobs more safely and efficiently.
- ✓ Conduct periodic senior management reviews to evaluate system effectiveness and update policies and procedures.
- ✓ Take both corrective and preventive action to address each identified root cause so that problems do not recur. For example, a facility may first re-train night shift workers on proper health and safety practices (corrective action) and then review night production quotas and work schedules to eliminate tiredness or working too fast as causes of injuries (preventive actions).
- ✓ Assign task owners, milestones, and completion dates for any corrective and preventive actions.
- ✓ Ensure that workers know how to follow any new or revised procedures that have been developed to address risks through initial and refresher training as needed.
- ✓ Measure whether the adjustments in procedures and supporting training are producing desired results.



### Worker-Management Health and Safety Committee:

- An effective way to improve company efforts to identify and control workplace health and safety hazards.
- Involve workers in accident investigation teams, in performing work area inspections, and in developing and implementing safe work procedures and other hazard controls.
- Helps the company track achievement of its health and safety objectives.

## RESOURCES

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### DISNEY RESOURCES

- [Disney International Labor Standards Program Manual](#)

### EUROPEAN UNION AGENCY FOR HEALTH AND SAFETY AT WORK

- <http://osha.europa.eu/en>

### INTERNATIONAL LABOUR ORGANIZATION (ILO)

- Occupational Safety and Health: <https://www.ilo.org/safework/lang--en/index.htm>
- Guidelines on Occupational Safety and Health Management Systems (ILO-OSH 2001): <http://www.ilo.org/safework/areasofwork/occupational-safety-and-health-management-systems/lang--en/index.htm>

### INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO)

- ISO 45001 – Occupational Health & Safety: <https://www.iso.org/iso-45001-occupational-health-and-safety.html>

### SOCIAL ACCOUNTABILITY INTERNATIONAL (SAI)

- SA8000 Standard: <https://sa-intl.org/>

### UNITED STATES OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA):

- Safety and Health Topics: <https://www.osha.gov/SLTC/>