Case Study # 4
Small Packaging Company

This company manufactures various packaging for media such as CD’s, DVD’s and Credit/Identification Cards. Much of their operation is housed in a fairly new facility (~15 years) that is in good condition. The work area and equipment is relatively new, clean and well lit. The company employs approximately 60 full time and 3 part time employees.

A initial gap analysis and walkthrough was performed that showed that the company possesses a health and safety policy, an accident investigation policy, a written PM program, training program, and detailed employee handbook that addresses safety rules to a small degree. Machinery SOPs also address health and safety, and hearing protection is required in the work area (not in the office area). Injuries are primarily ergonomic in nature or minor cuts.

The majority of work was performed on overhauling the company’s safety and health policy. The company has many of the parts needed for a very good health and safety program. Health and safety are regularly addressed in SOP’s, employee manuals, and monthly safety meetings but there are not assembled into one easy place to reference them, there by employees are not aware of everything. The company needed an efficient way to assemble and maintain its health and safety program.

Taking all the parts of the existing health and safety policy, a RIT assistant reviewed all the information for inaccuracies and made improvements and additions and compiled all the information into a version ready to be inserted into the employee handbook.

Follow up
Test Company did not return follow up Gap Analysis after repeated attempts at contact.