

Luxottica Retail
North America

Environmental, Health
and Safety Program
Training

Onboarding Training



The purpose of this presentation is to help you understand Luxottica's programs and practices for providing a safe work environment as well as expectations for working safely.

This is a foundational training and should be taken in conjunction with review of the EHS Manual and any supporting instructional guides that you are provided.



Environmental Health and Safety Programs

Luxottica is committed to maintaining a safe and healthy work environment for all associates, and to comply with all applicable environmental, occupational health and safety regulations.

To accomplish this goal, Luxottica has instituted a variety of Environmental, Health and Safety (EHS) programs. These programs are outlined in the Luxottica Retail EHS Manual and training for most programs is required annually.



Environmental Health and Safety Manual



EHS Manual and Programs

Manual topics with required programs include the following:

INSPECTIONS	HAZARD COMMUNICATION AND CHEMICAL SAFETY	HAZARDOUS MATERIALS SHIPPING
HAZARDOUS WASTE	FIRST AID KITS and BODILY FLUID CLEANUP	FIRE SAFETY
EXIT SIGNS AND EMERGENCY LIGHTING	EMERGENCY EVACUATION PROCEDURES	LADDER SAFETY
ELECTRICAL SAFETY	WORK RELATED INJURY OR ILLNESS REPORTING	JOINT SAFETY AND HEALTH COMMITTEES
CALIFORNIA – CUPA	LAB SAFETY	PERSONAL PROTECTIVE EQUIPMENT

What You Need to Know!

- We will spend the next few slides covering program requirements for EHS Compliance include. This information is not exhaustive but will provide you the basics around what you need to know and do to be compliant with both Luxottica Programs as well as State, Local and Provincial regulations.
- Please be sure to review the entire EHS Manual and take any required trainings you are assigned.



Regulatory Inspections

- Regulators may call, email or arrive on site to inspect. If that happens:
- The most senior manager currently on site should walk / talk with the inspector.
- Verify credentials and write the contact information down first.
- Ask what the purpose of the visit is and keep the focus of the inspection to that specific issue. Don't offer any extra information.
- Be honest and courteous, answering to the best of your knowledge and without guessing. If possible, answer with "yes" or "no" responses.
- They may request to review information or documentation. This request is okay if it is not HIPAA protected information however they may not take documents with them or make copies.
 - If they ask for employee records, explain that information must come from Corporate and ask that they put the request in writing so you may follow up.
 - If they request to take pictures, make copies or take documentation with them, explain you must get approval from Corporate and ask them to send an email outlining a list of documents or pictures they would like to have.
- At the conclusion of the inspection, make sure you know what the next steps are.
 - Complete the **"Store Inspection Report"** survey in CAMS.
 - Report to the inspection your Operations Manager.



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Hazard Communication

OSHA's hazard communication standard, also known as the "employee right-to-know" standard, is designed to help protect workers from the hazards of exposures to harmful chemicals. The minimum standards for this include:

All containers must be clearly and legibly labeled.

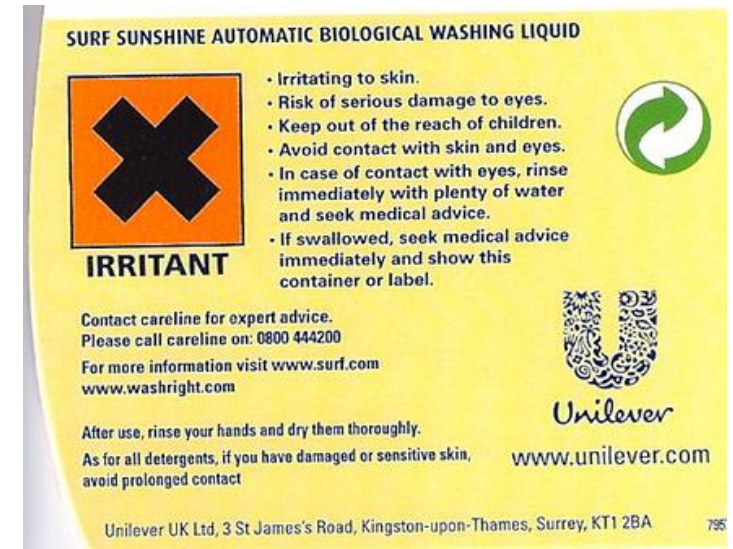
- If you cannot read the label, then the container might as well not be labeled at all. Not knowing what is in a container could lead to someone unknowingly being exposed to a harmful product.
- Containers with hazardous materials must be labeled with the name of the product/chemical(s), the name and address of the manufacturer or importer of the product, and appropriate hazard warning(s), (like "flammable", "toxic", etc.)
- If you transfer chemicals to a second container, make sure you label that container too.
- Take the time to look at the label when you pick up a container. Before you use a product, confirm that you are familiar with the hazards of that product, as well as the proper procedures for its handling and use.

All chemicals (including consumer cleaners) must have current Safety Data Sheets (SDS) readily available.

- SDS provide critical information on chemical and physical hazards, necessary exposure controls and first aid and other emergency response actions.

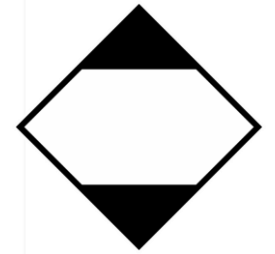
Store chemicals in secure location, away from heat and water.

- Designate a location in a back-of-house area for chemical storage.
- Do not store incompatible materials next to each other.
- Store heavy containers on lower shelves.

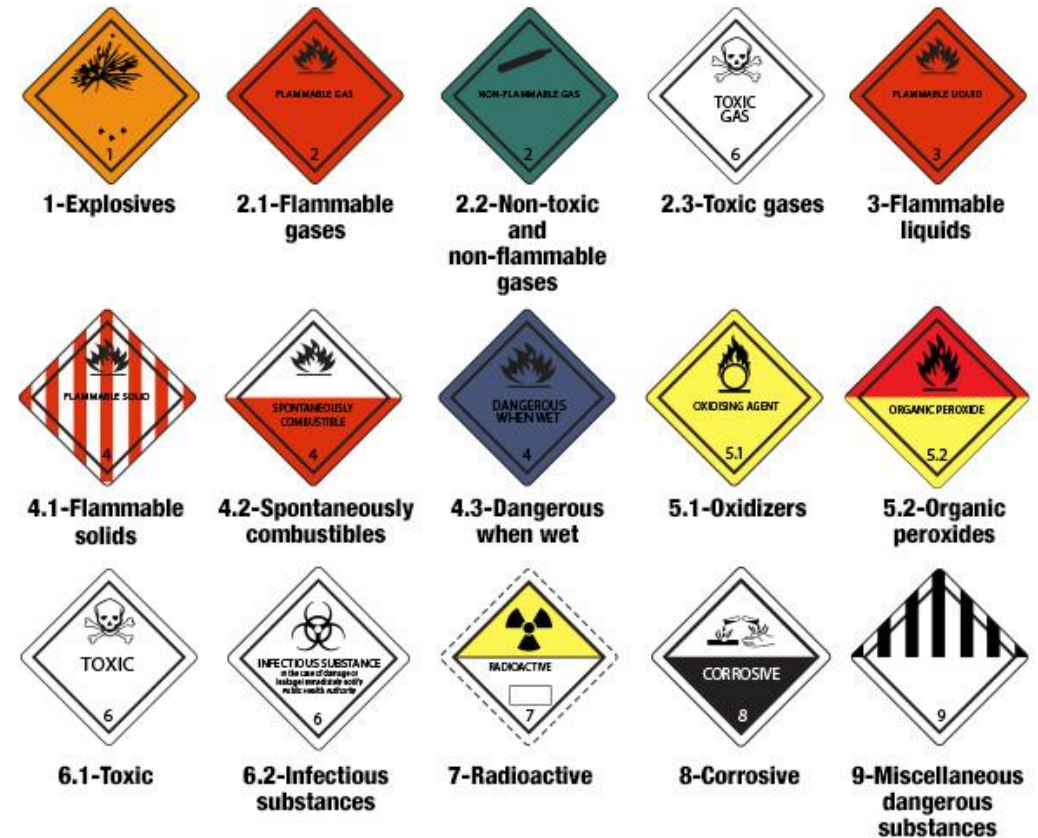


Hazardous Materials Shipping

- Shipping of hazardous materials, which are also called “Dangerous Goods” under shipping regulations, is governed by multiple regulatory agencies in North America.
- Shipping some hazardous requires significant training and special agreements. Therefore, **Luxottica Retail locations are not generally allowed to ship hazardous materials for use.**
- There may be instances under which a hazardous material must be shipped. These instances must be approved by Luxottica Environmental, Health and Safety (EHS), and individual direction for shipping of a specific hazardous material will be given by Luxottica EHS at the time needed.



Boxes with these labels attached indicate they contain a hazardous material!



WATCH OUT!

Items with batteries, **aerosol cans** or **are contain alcohol based** are considered hazardous when shipping!

Hazardous Waste

Hazardous wastes are wastes that are dangerous or potentially harmful to our health or the environment.

There are four characteristics to look for when determining if something is hazardous waste:

- Ignitable or flammable;
- Corrosive;
- Reactive (explosive);
- Toxic (poisonous)



If a material or chemical exhibit any of these characteristics, it is hazardous and cannot be discarded in the trash!

Examples of hazardous waste that may be generated by a Retail location include:

- Lens cleaner (expired)
- Cleaning products (unused / expired)
- Hand sanitizer
- Aerosol cans (empty or full)
- Antifreeze
- Electronics
- Used oil
- Paint and paint-related wastes
- Lab chemicals
- By products of manufacturing processes (ex. uncured coating)



Quick Tip Disposal Guide:

- **Batteries:** Order a mail-back kit from Central Procurement
- **Lamps:** Order a mail-back kit from Central Procurement
- **Cleaner chemicals:** Use the entire container contents before discarding. If you cannot use a cleaner up, contact RetailSafety@luxotticaretail.com to make sure you can throw it out.
- **Aerosols (including cleaners):** These have been phased out of our procurement system and replaced with non-aerosol versions. Contact RetailSafety@luxotticaretail.com for help with disposal.
- **Lab Chemicals:** Follow the Waste Disposal Table found in the EHS Manual. Open a request for pickup using the Hazardous Waste Pickup form in Store 360. Contact RetailSafety@luxotticaretail.com for help.

First Aid Kits

All stores should have a first aid kit store easily accessible to all associates.

The first aid kit list will outline the minimum requirements of that kit.

You can order from CP what you need:

- First aid kits – CP 3000464
- First Aid Kit list – CP 3001685
- Replacement parts

TIP: Inspect your first aid kit each month to make sure pieces have not expired and any used items have been replaced!

TIP: Keep a printed copy of the first aid kit list posted near your first aid kit for easy inspection!



FIRST AID KIT LIST

Required Minimum Quantities

Item	Size	Required (each)	Ordered as	CP #
Alcohol Prep pads (Antiseptic)	1/57 oz	4	box of 10	3000477
Antiseptic wipes (BZK)		10	box of 10	3005283
Bandage, Compress 4" x 72"	4"x72"	1		3011047
Bandage, Roll (2" x 5')	2"x5 yds	1	2 roll of 5 x 2" bandage	3000467
Bandages, Adhesive strips	1x3"	48	box of 100	3000465
Bandage, Triangular	40x40x56"	1	1 bandage	3001286
Biohaz clean up kit		1	box of multiple items	3021680
Burn gel	1/8 oz	10	box of 12	3000478
Cold Pack		1		3000472
Eye covering	2.9 sq in	1	box with 4 cypads	3000469
Forceps (Tweezers)		1	1 tweezer and 1 scissor	3000474
Gauze (sterile)	3x3"	4	box with 4 pads	3000468
Gauze (sterile)	24"x72"	only Canada		3001287
Iodine wipes (Antibiotic)	1/57 oz	10	box of 10	3000471
Mask, CPR		only Canada		3011039
Scissors		1	1 tweezer and 1 scissor	3000474
Tape, Adhesive (1/2" x 2.5)	2.5 yds	1	1 roll of 2.5 x 1/2" tape	3011042
First Aid Book		1		3000475
First Aid Kit List		1		3001685

If ordering a new First Aid Kit, use CP 3000464 to order a full First Aid Kit. Please confirm CP number is current by referencing the CP workbook before ordering.

First Aid Kit List
3001685
November 2020

Injury reporting

Any time there is an injury or incident in the workplace, no matter how serious, it should be reported. Understanding accidents in the workplace will help us evaluate safety concerns and implement preventative work practices.

Customer Injuries

- Complete the “Customer Accident/Incident Form” (also known as the “Emergency/Incident Form”) found on the HR solutions website.
- Email the completed forms to riskmgmt@luxotticaretail.com and/or fax to 513-492-4641.
- Call in the incident to the HelpLine (866-LUX-HELP or 866-589-4357). Select Option 6 (Asset Protection.)
- Be sure to preserve any video surveillance that captures the incident.
- AP and Legal will review and follow up as appropriate

TIP: To get to the reporting form...

1. Open MyPersonalDesk, then select HR Solutions
2. Click on HR Emergencies
3. Select Customer Emergency/Incident Report

Associate Injuries

Injuries requiring outside medical attention (Workers’ Compensation Claim)

- Complete all 3 Occupational Injury/Illness Incident Report Forms: Associate, Supervisor and Witness Report of Occupational Incident, Injury or Illness
- Fax the completed forms to 513-492-6965
- Report a claim to Sedgwick by calling 866-350-9088
- Notify Occupational Health if the associate will need to be off work 3 or more days following the incident

Injuries requiring First Aid Only

- Complete either the Associate or the Supervisor Occupational Injury/Illness Incident Report Form. (Choose which is appropriate, based on the person completing and submitting the report.)
- Fax the completed forms to 513-492-6965

Injuries not requiring any medical attention (i.e. bruises, trips/falls, “near miss” situations, etc.)

- Follow the same instruction as option 2 above.
- Although they may seem insignificant, these incidents should still be reported in case they progress to a larger issue, and so that we can better understand the hazards in our workspace.

TIP: To get to the reporting forms...

1. Open MyPersonalDesk, then select HR Solutions
2. Click on Policies & Procedures
3. Select Worker Compensation

Fire Safety



General Fire Prevention Measures

- Maintain sprinkler clearance so they work properly. (Do not obstruct sprinklers or store anything closer than 24" from the ceiling!)
- Keep all ceiling tiles in place. (These assist in the proper operation of the sprinkler system.)
- Maintain 3 feet of clearance around electrical circuit breaker panels or electrical transformers.
- Maintain electrical equipment in good working order. Do not operate equipment that has electrical faults or frayed wires.
- Know how to operate the fire alarm panel and what response actions to take if it alarms.



Fire Extinguishers

Fire extinguisher numbers and locations are determined by local fire code and fire extinguishers should not be moved or relocated for any reason.

Extinguishers should be inspected as follows:

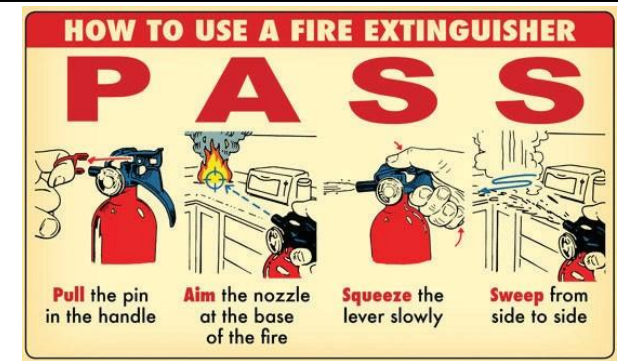
Monthly: Store management should confirm the following.

- All extinguishers are in plain view, easily accessible, and not obstructed.
- "Fire Extinguisher" signs / placards must be posted above or by each wall-mounted fire extinguisher.
- Extinguisher pressure gauge is within "green" area or shows fully charged.
- Hose is in good shape and nozzle is unobstructed.
- Pin is intact on handle and the nylon tag is holding the pin in place.
- Tag is up-to-date on inspections.

Annually: An outside vendor will inspect and test all extinguishers annually.

- Vendor will update the service tag or label showing date of service.
- Vendor will recharge as necessary.
- Store Maintenance automatically schedules these annually as part of the preventative maintenance program.
- If the tags are overdue, open an Emergency Work Order with Store Maintenance.

TIP:



Exits and Emergency Lighting

Exit light signs and emergency lights must be tested periodically to ensure proper operation of the battery backup and general illumination.

Emergency Exits:

- Maintain 3 ft clearance width on all emergency exit routes and near exit doors.
- Never store excess boxes, trash and other items in exit routes.
- Do not block exit doors.



Emergency Lighting

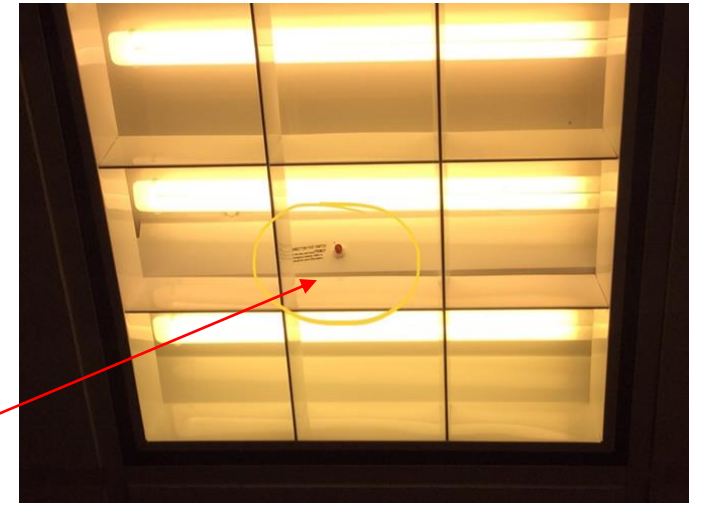
Monthly

- Press the test button and hold for 30 seconds.
- Make sure all bulbs remain lit while the button is pressed.

Annually

1. Locate the circuit breaker or fuse that supplies power to the emergency lights or exit signs. (These are usually dedicated breakers and may be locked. You may need to contact an electrician if they are not properly labeled.)
2. Turn off power (circuit breaker). The lights and exit signs should stay on.
3. Allow the battery to maintain illumination for a minimum of 90 minutes.

If this test cannot be completed in-house, submit a work order through the Store Maintenance Portal to request an outside vendor complete the test.



Emergency Evacuation Procedures

Emergency Action Plans

Emergency Action Plans (or EAPs) are written plans that provide instruction for various emergencies that may happen in the workplace.

All locations must have an EAP. The EAP may be provided by the landlord or be a Brand provided document.

A Luxottica Emergency Action Plan card may be ordered through CP (CP# 3013385) and kept near the phone.

TIP:

Regularly review what to do in the event of an emergency. Practice evacuating at least once a year!

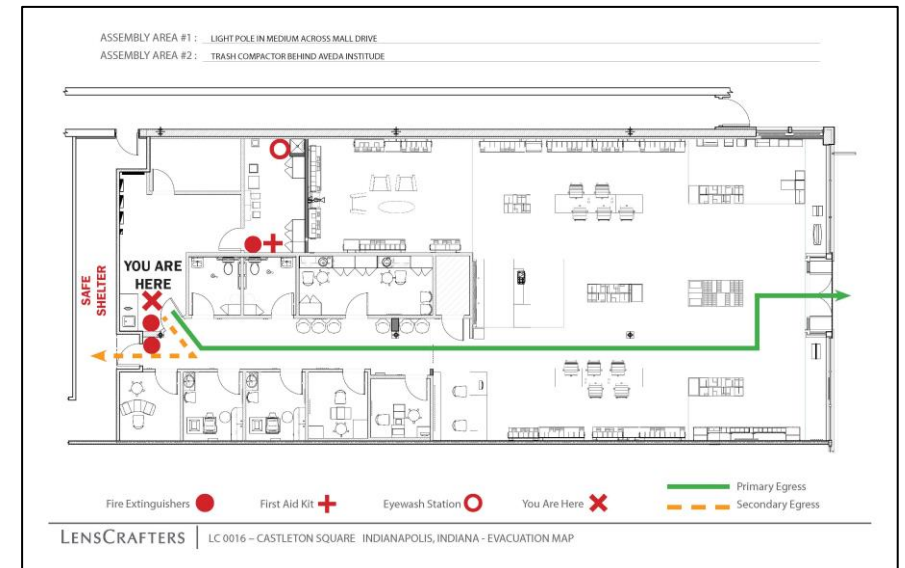
Evacuation Maps:

Evacuation maps should be posted in all functional spaces. (Ex. retail floor, doctor's office, lab, etc.)

They must be current to the store layout and should reflect an exit strategy relative to that location.

Minimally, the map should have the following marked:

- Fire extinguishers
- First Aid Kits
- **Exit Routes**
- **Meetings points**
- Safe Shelter



Ladder Safety

Ladders are required to complete several various workplace tasks.

Any operational task to be conducted at an elevation, including reaching for any items stored above an individual's reach, should be conducted using a ladder.

TIP:

- Don't use a chair or a desk instead of a ladder.
- Face forward and always maintain 3 points of contact (ex. 2 feet and 1 hand).
- Only use on a dry, flat surface.
- Don't use the top step. If you still cannot reach something while on the ladder, request help.



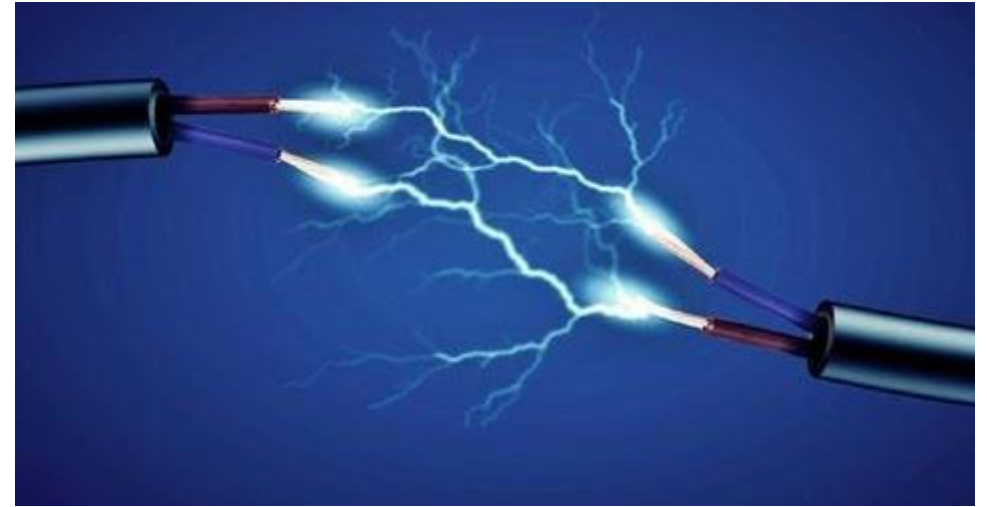
Electrical Safety

Electricity is critical to running our business however, it can also be dangerous if you're not aware of the hazards it presents.

In the general workplace, be aware of hazards such as:

- Exposed electrical parts or wires
- Inadequate wiring or outlets
- Damaged wires
- Equipment or cords running hot
- Equipment or electrical sockets not working

If you have any of these conditions or other electrical needs, do not try to repair the problem yourself. Open a Service Channel work order to request an electrician. Store Maintenance will hire a licensed electrician to support your needs.



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TIP:

- Insert a safety plug into any unused outlets, especially on the sales floor.
- Don't use extension cords as a permanent solution. If you need an outlet somewhere, open a work order for an electrician.
- Inspect cords monthly for damage and replace as needed.

Personal Protective Equipment

Personal Protective Equipment (PPE) may be required for certain tasks.

Examples of PPE found in our facilities include:

- Nitrile gloves
- Safety glasses
- Goggles
- Lab coats

Any time you are using a chemical, even a consumer chemical, read the SDS to know what is required to protect yourself before using it.



TIP:
Gloves and safety glasses must always be worn when stepping into a lab... this includes visitors!

We have just covered the basics of Environmental, Health and Safety at Luxottica in North America.

There may be additional required or recommended programming at your location, so be sure to check in frequently with your Operations Manager.

Next steps:

- Review the Manual as needed.
- Continue to take your assigned annual training.
- Ask questions!

**Email questions or suggestions to
RetailSafety@LuxotticaRetail.com**

