

## Revision Instructions

In order to maintain Caldwell County's Safety Program, it is necessary to review and update this manual on at least an annual basis. The Caldwell County Safety Coordinator shall coordinate all reviews/revision efforts and also be responsible for incorporating all changes to the program. Such revisions will be prepared based upon the required annual review process of this program manual. Assisting in this review shall be the Caldwell County Safety Committee and other selected employees and administration as necessary.

The "Record of Revisions" (see next page), is provided as revisions are recommended and adopted. As revisions are made, each manual holder will be forwarded a revision package containing the following information:

1. Detailed instructions for inserting program revisions.
2. The appropriate program changes as page inserts or directed pen changes.
3. A summary of effective revisions to the program referencing the chapter affected, the current revision number, and date.

