

**Health and Safety Policy**  
for  
**Worldwide Travel Staffing,  
Limited**

**Revision: 3**

**Issued: May, 2026**

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	<b>POLICY STATEMENT</b>	Rev. Date April 2024

## **1 POLICY STATEMENT**

Worldwide Travel Staffing (“Worldwide”) is committed to the safety and wellbeing of its employees, whether they are working at locations operated by Worldwide, client facilities, or from their home. This manual promulgates policies and procedures that Worldwide will use to ensure this goal is met.

The Policy and its constituent Programs have been prepared in accordance the regulations set forth by the United States Department of Labor, Occupational Safety and Health Administration (“OSHA”) as promulgated by 29 CFR 1910 along with industry best practices. Worldwide assigns temporary workers to locations throughout the country, some of which may be subject to state/local regulation that is at least as effective as federal regulations. In these cases, employees will be subject to the regulations having force in their work location.

### **1.1 Applicability**

This Health and Safety Policy (“the policy”) applies to all employees of Worldwide. The policy applies equally to all employees regardless of the location or time of work, length of employment, or job assignment.

Worldwide primarily functions as a healthcare staffing agency, providing contract workers to its clients. Worldwide’s Field Staff are required to abide by all applicable safety rules, policies, and procedures established by the client facility to which they are assigned to work. In the event of any conflict or inconsistency between the safety rules, policies, and procedures set forth in this handbook and those established by the client facility, the safety rules, policies, and procedures of the client facility shall prevail.

### **1.2 Employee Rights**

Each employee of Worldwide has the following rights regardless of their length of employment, age, or any other status. These rights are that of a safe work environment, safe work tasks, and the right to exercise Stop Work Authority.

#### **1.2.1 *Safe Work Locations***

Each location where work is performed will be kept free of known and reasonably anticipated hazards. Employees have the right to have any hazards discovered in their workplace controlled or corrected before performing work in that area.

#### **1.2.2 *Safe Work Tasks***

No employee may be requested or required, either explicitly or implied, to perform a task that presents an uncontrolled hazard to the employee. If an employee believes that their assigned tasks expose them to uncontrolled hazards, they should immediately notify their supervisor.

#### **1.2.3 *Stop Work Authority***

Each employee, regardless of length of employment, seniority, or job assignment has the right to exercise Stop Work Authority and order an immediate stop to any work which is unsafe. This may be exercised regardless of who is performing the work.

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### 1.3 Employee Responsibilities

Each employee of Worldwide regardless of length of employment, seniority, or job assignment is responsible for the safety of themselves and their fellow employees. Additional responsibilities are assigned to employees of higher seniority.

#### 1.3.1 *All Employees*

All employees must ensure the safety of themselves by maintaining the following responsibilities:

- Work safely regardless of location or task.
- Maintain awareness of all applicable safety regulations/procedures for their work location.
- Report or correct unsafe conditions immediately.
- Exercise Stop Work Authority whenever an unsafe condition is encountered.
- Immediately report all injuries occurring in the workplace.
- Attend and participate in all required training, safety talks, and/or exercises.

#### 1.3.2 *Supervisors*

Supervisors are defined as employees who are responsible for providing direct or indirect supervision to other employees within the company.

In addition to those responsibilities required of them in section 1.3.1, supervisors are expected to:

- Be familiar with the hazards faced by their employees.
- Ensure that employees are properly trained for the hazards they face.
- Advocate for their employees to management, requesting any resources needed to ensure safety.
- Review safety metrics and facilitate changes to ensure continuous improvement.
- Assist with and/or perform follow-up investigations into any reported injury.

#### 1.3.3 *Managers*

Managers are defined as employees who have two or less levels of direct supervision above their role. This includes all company officers, presidents, and vice-presidents.

In addition to those responsibilities required of them in section 1.3.2, Managers are expected to:

- Provide all needed resources to facilitate safe operation including time, training, and equipment.
- Review safety metrics and direct any needed corrective actions.
- Regularly communicate with supervisors regarding safety needs.
- Endorse and uphold this policy, making any necessary changes.


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1.4 Management Endorsement

I, Leo R. Blatz, Chief Executive Officer, certify that Worldwide Travel Staffing (“Worldwide”) is committed to preserving the safety and health of its employees through compliance with applicable regulations and industry best practices. Worldwide will maintain and uphold the programs provided in this Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **2 BLOODBORNE PATHOGENS**

### **2.1 Purpose**

The purpose of this Program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide from occupational exposure to bloodborne pathogens or other potentially infectious material (collectively, “PIM”).

### **2.2 Responsibilities**

#### **2.2.1 *Employees***

All Employees are expected to:

- Know how to recognize PIM.
- Avoid contact with potentially infectious material whenever possible.
- Use universal precautions in all situations that involve exposure to PIM.
- Ensure proper cleanup of all areas where PIM is present.
- Ensure that all tasks are conducted in a manner consistent with this program.
- Attend all required training sessions.

#### **2.2.2 *Supervisors***

In addition to the responsibilities of all employees, supervisors are expected to:

- Ensure employee exposure determination is completed.
- Investigate any exposure incidents and prepare accident and incident reports for all work-related accidents, injuries, or exposure incidents.
- Provide and maintain engineering controls, labels, and red Biohazard bags protect employees from exposure.
- Provide and maintain all necessary PPE in appropriate sizes.


#### **2.2.3 *Management***

In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Schedule the disposal of regulated waste material.
- Ensure that all potentially exposed employees are properly trained.
- Ensure that employee health and incident records are maintained as described in Section 2 of this policy.
- Ensure that any exposed employees have been offered Hepatitis B vaccinations.

### **2.3 Hazard Identification**

Job tasks will be assessed for potential hazards related to PIM exposure using the methodology described in the section of this Policy titled “Job Hazard Analyses”.

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## 2.4 Exposure Prevention

Eating, drinking, smoking, applying cosmetics, and handling contact lenses are prohibited in any area where PIM may be present.

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.

### 2.4.1 *Hand Washing*

Employees must wash their hands and any other skin with soap and water or flush mucous membranes with water as soon as possible following contact with PIM. Employees must also wash their hands or as soon as possible after removal of gloves or other personal protective equipment.

### 2.4.2 *Personal Protective Equipment*

PPE shall be considered "appropriate" only if it does not permit PIM to pass through or reach employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time that the protective equipment will be used.

Employees must use appropriate PPE whenever there is a potential exposure to PIM. PPE used must be appropriately sized for each employee.

Any PPE that becomes compromised or is penetrated by PIM must be removed and replaced as soon as possible. No PPE should be reused unless it is expressly intended to be cleaned and reused by the manufacturer and has been properly decontaminated.


All contaminated PPE must be disposed of as described in the program titled "Hazardous Waste" within this Policy.

## 2.5 Incident Response

Immediate response to any uncontained release of PIM should aim to minimize exposure to employees and the public. Additional guidance for emergency response can be found in the program titled "Emergency Action Plan" of this Policy.

Following a report of an exposure incident the company will make available to the exposed employee a confidential medical evaluation and follow-up. This follow-up will include:

- Documentation of the route(s) of exposure(s), and the circumstances under which the exposure incident occurred.
- Identification and documentation of the source individual unless identification is unfeasible or prohibited by state or local law.
  - If consent is obtained, the source individual's blood will be tested as soon as possible to determine HBV and HIV infectivity.
  - If consent is not obtained, the company will document that legally required consent cannot be obtained.
  - When the source individual's consent is not required by law the source individual's blood, if available, will be tested and the results documented.

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- When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- Results of the source individual's testing will be made available to the exposed employee, and the employee will be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

The healthcare professional evaluating an employee after an exposure incident will be provided the following information:

- A copy of 29 CFR 1910.1030
- A description of the exposed employee's duties as they relate to the exposure incident
- Documentation of the route(s) of exposure and circumstances under which exposure occurred
- Results of the source individual's blood testing, if available
- All medical records relevant to the appropriate treatment of the employee including vaccination status which are this employer's responsibility to maintain

The company will obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for post-exposure evaluation and follow-up must include the following information:

- That the employee has been informed of the results of the evaluation
- That the employee has been told about any medical conditions resulting from exposure from blood or other potentially infectious materials which require further evaluation or treatment

All other findings or diagnoses will remain confidential and will not be included in the written report.

An incident report must also be completed as described in Section 2 of this policy for any exposure event. A blank incident report is included in Appendix A.

## 2.6 Hepatitis B Vaccination Program

All employees that may be exposed to PIM are provided the opportunity for the Hepatitis B vaccine series within 30 days of assignment to their position/role.

Employees may decide to decline the vaccinations; however, they must sign a declination form. Employees who decline the vaccination series may reverse their decision at any time.


If an employee decides to accept the vaccination series, they will be provided with the first vaccination within 30 days.

Records of vaccination or declination of the vaccine will be maintained by Worldwide.

## 2.7 Access to Medical Records

Employees (or their representatives) may request access to all relevant exposure and medical records at any time.

To request access to or copies of medical records, employees should contact the Clinical Director. Employees must submit a formal request with a signature before receiving copies of records.

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## 2.8 Employee Confidentiality

Employee records will be kept confidential. Limited access may be allowed to personnel files and all records shall be kept secure.

Medical records may be maintained by Worldwide or the Host Employer.

## 2.9 Document Retention

Management and maintenance of all documentation is the responsibility of Worldwide. Exposure reports and associated employee medical records must be maintained for the term of that person's employment plus 30 years.

## 2.10 Handling and Disposal of PIM

All potentially infectious materials as well as any materials that have become contaminated by PIM must be properly disposed of to prevent further contamination of equipment, locations, or personnel. Any contaminated response materials including first aid supplies, cleanup supplies, or PPE must be packaged in leakproof containers labeled as "biohazard".

All biohazardous waste must be disposed of by a properly certified vendor. No PIM or PIM-contaminated materials may be placed in normal waste or recycling receptacles.


## 2.11 Training

All employees will receive Bloodborne Pathogens training at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter.

Training will also be performed when changes such as modification of tasks or procedures, or institution of new tasks or procedures, affect the employee's occupational exposure.


The training program shall contain the following elements:

- An accessible copy of the text of 29 CFR 1910.1030 and an explanation of its contents
- A general explanation of epidemiology and symptoms of bloodborne diseases
- An explanation of the modes of transportation of bloodborne pathogens
- An explanation of the exposure control plan and how the employee can obtain a copy of the written plan
- An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials
- An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and PPE
- Information on the types, proper use, location, removal, handling, decontamination, and disposal of PPE
- An explanation of the basis for selection of PPE
- Information on the Hepatitis B vaccine, including information on its efficiency, safety, method of administration, the benefits of being vaccinated, and the vaccine, and vaccination being offered free of charge
- Information on the appropriate actions to take and people to contact in an emergency involving blood or other potentially infectious materials

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- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- Information on the post-exposure evaluation and follow-up that this employer is required to provide for the employee following an exposure incident
- An explanation of the signs and color labels and/or color coding required by 29 CFR 1910.1030
- An opportunity for interactive questions and answers with the person conducting the training session

Training will be documented as described in the section of this Policy titled “Training.”

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	<b>COMPRESSED GAS CYLINDERS</b>	Rev. Date April 2024

### **3 COMPRESSED GAS CYLINDERS**

#### **3.1 Purpose**

The purpose of this program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide when working with compressed gases.

#### **3.2 Responsibilities**

##### **3.2.1 *Employees***

All employees of the company are expected to:

- Properly use and handle all compressed gas cylinders
- Be familiar with the hazards of specific gases being used
- Wear proper PPE whenever handling or using compressed gases

##### **3.2.2 *Supervisors***

In addition to the responsibilities of all employees, supervisors are expected to:

- Be familiar with the compressed cases used by employees under their supervision
- Ensure employees have completed proper training prior to using or handling compressed gases

##### **3.2.3 *Management***

In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Ensure effective training is provided to affected employees

#### **3.3 Identification & Labeling**

All cylinders must be properly marked according to US Department of Transportation and OSHA regulations. Additional information can be found in the “labeling” section of the program titled “Hazard Communication” of this policy.


Any cylinder that does not display proper markings should not be used or accepted.

#### **3.4 Handling & Use**

Compressed gas cylinders must always be handled with care and must not be abused, dropped, or otherwise misused in a matter that creates additional hazards for the user or bystanders.

##### **3.4.1 *Transportation***

Cylinders should only be transported when secured to a cart or some other carriage device. All cylinders must be kept upright while in transport. Valves and regulators must be guarded during transport to prevent damage and release of contents in the event of an accident.

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### 3.4.2 *Storage*

Compressed gas cylinders should only be stored in the upright position and secured against tipping. Any flammable cases must be segregated from oxygen cylinders by at least twenty feet or a five-foot tall barrier with a fire resistance rating of one hour.

## 3.5 Hazardous Gases

### 3.5.1 *Asphyxiants*

Any gas other than oxygen has the potential to displace oxygen in the air and create an asphyxiating atmosphere. Compressed gases should only be used in locations where there's sufficient ventilation.

### 3.5.2 *Flammable Gases*

It is not anticipated that employees of the company will be required to perform work with flammable gases.

Flammable gases must be stored in well-ventilated areas away from flammable liquids, combustible materials, oxidizers, open flames, sparks and other sources of heat or ignition. A distance of 20 feet or a noncombustible barrier at least 18 inches above the tallest container, but not less than 5 feet and laterally not less than 18 inches beyond the sides of the containers and having a fire rating of at least 1 hour is the minimum separation requirement.

Portable fire extinguishers (carbon dioxide or dry chemical type) must be available for fire emergencies where flammable gas is stored.

### 3.5.3 *Cryogenic Liquids*

Cryogenic liquids, such as liquid nitrogen may cause significant injury through frostbite. PPE should be worn when handling cryogenic liquids. PPE includes:

- Gloves
- Safety Glasses
- Face Shield

## 3.6 Emergency Response

In the event of an emergency scenario stemming from a compressed gas leak employees should follow the applicable sections of the governing emergency action plan. All employees are expected to take whatever steps are necessary to keep themselves safe during an emergency.

If an emergency involves a gas leak, employees should attempt to shut off the source of the leak if it is safe to do so. If the leak is resulting in a fire, the fire should not be extinguished before the leak is contained.

## 3.7 Training

Employees will be trained on the hazards and appropriate work practices for each compressed gas that they are required to work with. Training will be documented as described in the section of this Policy titled "Training."

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## 4 **CONFINED SPACE**

### 4.1 Purpose

The purpose of this program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide when working in and around confined spaces in accordance with the OSHA Permit-Required Confined Space Standard 29 CFR 1910.146. All confined-space work will be performed by qualified contractors of Worldwide.

### 4.2 Responsibilities

#### 4.2.1 *Employees*

All employees of the company are expected to adhere to the following:

- Do not enter confined spaces.

#### 4.2.2 *Supervisors*

In addition to the responsibilities of all employees, supervisors are expected to:

- Evaluate work locations for the presence of any confined spaces.
- Ensure that any identified permit-required confined spaces are adequately marked.
- Ensure no employee enters any identified confined spaces.

#### 4.2.3 *Management*

In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Ensure effective training is provided to affected employees.

### 4.3 Confined Space Classifications

Confined space is any location that:

- Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- Has limited or restricted means for entry or exit; and
- Is not designed for continuous employee occupancy.

Locations meeting only these criteria with no additional hazards are considered to be Non-Permit-Required Confined Spaces.

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#### 4.3.1 *Permit-Required Confined Space*


A permit-required confined space meets the above criteria and has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contains any other recognized serious safety or health hazard. This includes hazards created by the work being done in the Confined Space (Hot Work, etc.).

#### 4.4 Training

Confined space awareness training, along with annual refresher training, shall be provided for employees not required to enter permit required confined spaces as a part of their job duties, but who work in proximity to these areas. Awareness training shall consist of the following:

- Understanding what constitutes a confined space
- Identifying potential hazards requiring permit entry procedures
- Understanding that the employee may not enter any confined spaces at any time

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## 5 ELECTRICAL SAFETY

### 5.1 Purpose

The purpose of this program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide when performing tasks near electrical hazards.

### 5.2 Responsibilities

#### 5.2.1 *Employees*

Unless otherwise trained and qualified, all employees are considered “Unqualified Persons” for the purposes of this section. All employees of the company are expected to:

- Attend any required training programs.
- Not perform any work on any energized electrical equipment that requires actual or potential exposure to energized conductors
  - This includes diagnostic tasks such as testing, trouble shooting, and visual inspection.
- Follow the work practices as outlined in this program.
- Immediately report any concerns to the supervisor.

#### 5.2.2 *Supervisors*

In addition to the responsibilities of all employees, supervisors are expected to:

- Promote electrical safety awareness to all employees.
- Determine the applicability of the Electrical Safety program to activities conducted within their respective areas.
- Ensure employees comply with all provisions of the Electrical Safety program.
- Monitor or assess work areas and operations to identify electrical hazards.
- Coordinate with the Management on how to address electrical hazards or other concerns regarding the program.

#### 5.2.3 *Management*


In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Assist in implementing the procedures outlined in this program.
- Ensure employees are provided with and use appropriate protective equipment and tools.
- Evaluate work being performed at the facility and ensuring that the work is being performed in accordance with the procedures in this program.
- Ensure that employees have received appropriate training when applicable.

### 5.3 Electrical Hazards

Employees should avoid exposure to all electrical hazards. Common electrical hazards may include:

- Exposed conductors;
- Loose connections/outlets;
- Malfunctioning equipment; or

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- Missing/malfunctioning doors, panels, or housing components.

If an employee becomes aware of an electrical hazard in their work area that employee should exercise their Stop Work Authority, and report the hazard as described in the section of this policy titled “Reporting & Recordkeeping.”

Employees must follow safe work practices while performing tasks involving electricity. Examples of safe work practices include:

- Only using equipment in good condition;
- Making sure all connections are secure; and
- Avoiding water and moisture.

#### 5.4 Equipment Inspections


Employees should inspect all electrical equipment/appliances prior to use. This inspection does not need to be documented but should include a review of all major components of the equipment. If electrical hazards are discovered, the equipment should be immediately removed from service and the hazard should be reported as described in the program titled “Reporting & Recordkeeping” of this policy.

#### 5.5 Ground Fault Circuit Interrupters

Ground Fault Circuit Interrupt (“GFCI” or “GFI”) outlets and connections are designed to instantaneously stop the flow of electricity if a current leak is detected. GFCIs must be used whenever an electrical connection is made within three feet of a water source and are recommended to be used whenever possible.

#### 5.6 Training

Employees should be trained on the contents of this program, the hazards of electricity, and safe work practices.

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## 6 EMERGENCY ACTION PLAN

### 6.1 Purpose

The purpose of this program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide in the event of emergency situations through the development of an effective Emergency Action Plan. An effective emergency action plan is essential to maintaining safety in unpredictable emergency scenarios.

Any discussion of Worldwide's facilities is solely of its office location at 2829 Sheridan Drive, Tonawanda, New York. Employees performing work at other locations, such as those operated by host employers, are expected to follow the Emergency Action plan in place at that location. All employees are always expected to take any required actions to maintain their own safety.

### 6.2 Responsibilities

#### 6.2.1 *Employees*

All employees of the company are expected to:

- Know the locations of their nearest exits, fire extinguishers, and other locations required for emergency response.
- Know the emergency evacuation routes from wherever they are performing work.
- Report and/or correct any conditions that inhibit an effective emergency response.
- Attend any training sessions required.
- Be familiar with and effectively execute this Emergency Action Plan.

#### 6.2.2 *Supervisors*

In addition to the responsibilities of all employees, supervisors are expected to:

- Ensure their respective areas are clear of hazards.
- Promptly replace any diminished required emergency response equipment.
- Advocate for the needs of employees under their supervision.


#### 6.2.3 *Management*

In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Support emergency response preparation activities.
- Ensure that emergency preparation is a significant priority within the facility.
- Facilitate drills/exercises as described herein
- Support staffing continuity for client facilities
- Collaborate with client facilities regarding staffing needs to ensure continuity of care

#### 6.2.4 *Evacuation Commander*

Leo R. Blatz is Worldwide's facility Emergency Commander. If Mr. Blatz is unable to perform his duties as Evacuation Commander, Joseph Giaimo will assume these responsibilities. In addition to the requirements of whatever role they may fill within the company, the Evacuation Commander is

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responsible for:

- Communicating with first responders/emergency services during any emergency
- Coordinating the final headcount from any evacuation.
- Oversight of communication and staffing response
- Providing communication and coordination with client facilities

Employees should understand that the emergency coordinator has the authority to make decisions during emergencies and should follow the emergency coordinator’s instructions.

- If outside emergency officials, such as the local fire department or law enforcement, respond to an emergency at the workplace, those outside emergency officials: Assume responsibility for the safety of building occupants, including all employees
- Have the authority to make decisions regarding evacuation and any other actions that are necessary to protect life and property.

When outside emergency officials respond to a workplace emergency, the highest-ranking responder will assume command and control of the response. The highest-ranking responder will work with the on-site emergency coordinator and will be responsible for directing all response actions.

### 6.3 Emergency Contact Information

**Appendix B** contains a table with the titles of individuals who will be contacted in the event of an emergency. This table will be filled by a qualified member of management who is directly responsible for assigning employee responsibilities. This contact information will be publicly posted in areas throughout the building near evacuation maps.

### 6.4 Evacuation Maps

Evacuation maps will be publicly posted in areas throughout the building. Specifically, evacuation maps will be posted along evacuation routes at a frequency sufficient that they can be easily located and referenced during an evacuation. These maps must identify the posting area and the routes to the nearest two exits, which may be used in an emergency event.

### 6.5 Visitors

All visitors are the responsibility of their company escort. Visitors must be signed in and out whenever they enter or exit the facility.

### 6.6 Emergency Procedures

#### 6.6.1 *Evacuation*

In certain emergency situations, an evacuation of the premises may be required. The procedure for determining when to initiate an evacuation will be given in each specific response procedure. However, evacuation will generally be performed whenever a situation threatens or has the potential to threaten the entirety of the facility and personnel will be safer outside of the structure.

If an evacuation is required, the below procedure will be followed. At all points employees are expected to take the safest possible course of action, even if that requires deviating from this plan.

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1. Initiation of evacuation is communicated to employees using the central alert system.
  - a. In the event of an alert system failure, evacuation initiation will be communicated verbally.
2. All employees immediately cease work and move directly towards their nearest safe exit. If it is safe to do so, employees should make safe any situations in their work areas which may pose a potential hazard to other employees or first responders.
3. As employees move towards their nearest exit, they should close doors behind them without locking them.
4. Once outside the facility, employees should gather at the designated rally point north of the building on Sheridan Drive, in the grassy area between the parking lot and the sidewalk.
  - a. If this rally point is unavailable due to smoke or other hazardous conditions, the evacuation coordinator or designee will identify and communicate an alternative rally point.
5. At the rally point, all employees will report to their immediate supervisor.
6. The Evacuation Commander or a designee will perform a headcount of all employees at the rally point.
  - a. Any employees unaccounted for will be recorded and reported to the first responders.
  - b. Any employee with information on the whereabouts of an unaccounted-for personnel must pass this information to the Evacuation Commander, or their designee.
7. All employees will remain at the rally point until instructed to disperse or return to work by the Evacuation Commander or a member of management.

### 6.6.2 Fires


Fires are unpredictable events. If a fire occurs, all employees should do whatever necessary to keep themselves as safe as possible. If a fire occurs within the building, employees should:

1. Initiate an evacuation.
2. Contact first responders by calling 9-1-1 or the appropriate local emergency number.
3. If it is safe to do so, combustible material should be moved away from the fire.
4. If it is safe to do so, and they are trained and competent, an employee may attempt to fight the fire with a fire extinguisher.
5. While evacuating, stay below any smoke or fumes that may be present and feel all doors before opening.
  - a. If a door is hot to the touch do not open it. Find a different exit route.

### 6.6.3 Emergency Medical Response

In case of a medical emergency, employees should:

1. Call out loudly for assistance from other personnel.
2. Determine whether EMS is required.
3. If EMS is required, call 9-1-1 or the local emergency number. Provide the following:
  - a. Nature of the medical emergency.
  - b. Location of the emergency (address, building, closest entrance).
  - c. Your name and phone number from which you are calling.
4. Do not move the victim unless it is absolutely necessary.
5. If it is safe to do so, one person is always to stay with the victim, while a second employee waits at the nearest entrance to direct emergency personnel

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#### 6.6.4 *Natural Disaster*

Worldwide has work sites throughout the country. Therefore, the potential natural disasters faced by these locations are vast including potential:

- Blizzard/Ice Storm
- Flood
- Severe Thunderstorm/Tornado
- Hurricane
- Earthquake
- Tsunami
- Wildfire

Due to the unpredictable and infrequent nature of these events, each will be handled on a case-by-case basis by the management of the applicable host employer, the Safety Commander, and/or company management.

Responses to these events may include evacuations, shelter-in-place orders, or the cancellation of the workday. If the facility suffers structural damage from a natural disaster, the building must be cleared for occupancy before employees return to work.

#### 6.6.5 *Sheltering-In-Place*

Under certain circumstances, employees may be ordered to “shelter-in-place” rather than evacuate. This decision will depend on the nature of the emergency, available information at the time, and advice or official instructions from local authorities.

Conditions under which it may be better to shelter-in-place instead of evacuating include:


- The release of chemical, biological, or radiological contaminants into the environment that makes it safer to remain indoors.
- Severe weather such as tornadoes, severe thunderstorms, hurricanes, or extreme high winds.
- A security threat such as an active shooter, terrorist incident, or police activity in the immediate vicinity.

If necessary, sheltering-in-place will be ordered by the designated Emergency Coordinator in accordance with the agency’s Emergency Management Plan and regulatory requirements.

Employees will be alerted to shelter-in-place by the announcement “shelter-in-place” over the intercom or verbally. This is distinct from an “evacuate the building” announcement, which signals immediate evacuation. Employees ordered to shelter-in-place should proceed to the designated rally point in the basement inner hallway.

During a shelter-in-place event, Worldwide Travel Staffing will maintain situational awareness using available communication channels, including telephone, television, radio, and the internet, to receive updated instructions from local authorities. Procedures may be modified based on real-time information, consistent with The Joint Commission standards for ongoing assessment and response. If it is determined to be safe to evacuate, an evacuation will be initiated in accordance with established procedures.

The basic procedures employees should follow during a shelter-in-place, until further instruction is received, include:

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- Secure business operations as appropriate
- Lock all exterior doors to control access
- Close and secure window shades, blinds, or curtains
- Remain indoors; do not exit the building unless directed by emergency personnel
- Ensure that any clients, visitors, or contractors in the building remain inside and are informed of the situation

Communicate with emergency contacts, as appropriate, to report status and safety. If conditions require protection from airborne hazards, employees should take the following additional actions, if trained and it is safe to do so:

- Close all windows
- Seal windows, doors, and vents with plastic sheeting, duct tape, or available materials
- Turn off or isolate systems that exchange indoor and outdoor air
- Shut down fans, heating, and air conditioning systems (only by personnel familiar with building systems, if feasible)
- To support accountability and communication, consistent with The Joint Commission standards:
  - Document the names of all individuals present in the room or designated area
  - Report this information to Worldwide’s designated emergency contact, including each individual role (employee, visitor, client, or contractor)

All employees are expected to follow directions from the Emergency Coordinator and emergency responders, prioritizing life and safety and maintaining compliance with the agency’s Emergency Operations Plan.

#### 6.6.6 *Workplace Violence*


Motives, methods, and targets of workplace violence can be varied and unpredictable. Some examples of workplace violence may include:

- Threats
- Physical Violence
- Sexual Violence

Due to the unpredictable nature of these events, each will be handled on a case-by-case basis by the applicable law enforcement agencies, company management, and the Safety Commander. Employees should heed instructions issued by the applicable law enforcement agencies.

No employee is expected to intervene in an instance of workplace violence. Each employee should take whatever actions necessary to keep themselves safe, regardless of the procedure prescribed below. If an employee becomes aware of an instance of actual, imminent, or threatened workplace violence they should:

1. Get to a safe location.
2. Inform law enforcement by calling 911 or the local emergency number.
3. Alert company management.
4. Only if it is safe to do so, gather as much information as possible about the perpetrator, for example, their:
  - a. Gender
  - b. Age
  - c. Height

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- d. Hair Color
- e. Skin Color
- f. Distinguishing Markings
- g. Vehicle Identification/Plate Number

If there is imminent danger to the employee, the following priorities should be maintained:

1. **Run:** If it is possible to exit the building without detection by the perpetrator, employees should leave as quickly as possible. Once outside, employees should disperse to a safe location until law enforcement makes contact.
2. **Hide:** If it is impossible to exit the building without detection, employees should take cover in a secure location and avoid detection. Ideally this location will have a locking door. Employees should barricade as much material as possible between themselves and the perpetrator.
3. **Fight:** If and only if hiding is impossible and/or the employee’s hiding place has been discovered, employees should fight the perpetrator with whatever items are available. When possible, employees should attack as a team, striking the perpetrator’s head and face and controlling any weapon that may be present.

## 6.7 Drills

Frequent review and practicing emergency procedures is essential to their effectiveness. Drills for each of the discussed emergency scenarios will be conducted per the table below.

Scenario	Frequency	Method
Fire/Evacuation	Annual	Live Drill
Medical Emergency	Annual	Tabletop Exercise
Natural Disaster		
Workplace Violence		

## 6.8 Training

All employees will be trained at the time of hire on the contents of this Program and any additional information required to facilitate an effective emergency response. This training will include:

- The role(s) of that employee in an emergency scenario
- The location of emergency exits and exit routes
- The location of emergency response equipment such as fire extinguishers, first aid kits, and fire alarm pull stations
- The location of emergency rally point(s) outside the facility

Training will be repeated annually or whenever there are significant changes to the building or this Program. Training records will be maintained as described in the section of this Policy titled “Training”. A copy of this training will be kept in each employee’s personnel file.

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## 7 **SAFE PATIENT HANDLING**

### 7.1 Purpose

The purpose of this program is to ensure the protection of employees of Worldwide by providing rules and guidelines for the handling and movement of patients. This policy applies to field staff that handle or move patients while on assignment, however, the policy in place at the assigned facility will always supersede this policy.

It is the policy of Worldwide that employees will use Safe Patient Handling (“SPH”) aids whenever they are available and avoid manual handling of patients if possible. Employees should receive training and guidance specific to any SPH aid available to them.

### 7.2 Responsibilities

#### 7.2.1 *Employees*

All employees of the company are expected to:

- Communicate ergonomic hazards to the appropriate supervisor;
- Adhere to safe lifting practices;
- Effectively use SPH aids whenever available.

#### 7.2.2 *Supervisors*

In addition to the responsibilities of all employees, supervisors are expected to:

- Address employee concerns as they concern ergonomic hazards;
- Enforce safe lifting practices; and
- Communicate and advocate for the needs of their supervisees to management.

#### 7.2.3 *Management*

In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Support ergonomic practices by employees; and
- Prioritize employee injury prevention efforts.

### 7.3 Hazard Identification

Identification of hazards is primarily performed through the JHA process. This is detailed in the section of this Policy titled “Job Hazard Analysis”.

Common ergonomic hazards include over-exertions stemming from forceful exertions, repetitive motions, and awkward postures.

### 7.4 Hazard Control

Hazards identified during the JHA process should be addressed and mitigated to the extent feasible. Where it is impractical to mitigate a hazard through elimination, substitution, or engineering controls work practices will be utilized to mitigate the ergonomic hazards associated with patient handling.

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These include:


- Using any available SPH tools at their disposal
- Adjusting all beds, chairs, and work surfaces to the proper height before attempting any work requiring a physical exertion
- Using proper lifting posture when lifting loads
- Performing team lifts whenever loads exceed the lifting capabilities of a single person (~50 lbs.)

## 7.5 Training

Employees will be trained on the contents of this Program as well as basic ergonomic health principles including:

- Neutral positions;
- Overexertion;
- Repetitive motion;
- Awkward postures; and
- Safe lifting practices.

Employees must also be trained on the specific operation of any SPH aids used during their time with a given host employer.

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## **8 FLAMMABLE LIQUIDS**

### **8.1 Purpose**

The purpose of this program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide by providing rules and guidelines for the handling, use, and storage of flammable liquids. To minimize risk to life and property, the requirements of NFPA 30 & 321 and OSHA Standard 1910.106 have been implemented.

### **8.2 Responsibilities**

#### **8.2.1 *Employees***

All employees of the company are expected to:

- Follow all storage and use requirements;
- Report deficiencies in storage and use to supervisors; and
- Immediately report spills to supervisors.

#### **8.2.2 *Supervisors***

In addition to the responsibilities of all employees, supervisors are expected to:

- Monitor for proper use and storage; and
- Keep only the minimum amount of flammable liquids required on hand.

#### **8.2.3 *Management***

In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Provide proper storage for flammable liquids;
- Ensure proper training is provided to employees who work with flammable liquids, including Hazard Communication training; and
- Ensure containers are properly labeled.

### **8.3 Flammable Liquid Categories**

#### **8.3.1 *Category 1***


Liquids having flashpoints below 73.4 °F and having a boiling point at or below 95 °F.

#### **8.3.2 *Category 2***

Liquids having flashpoints below 73.4 °F and having a boiling point above 95 °F.

#### **8.3.3 *Category 3***

Liquids having flashpoints at or above 73.4 °F and at or below 140 °F.

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When a Category 3 liquid with a flashpoint at or above 100 °F is heated for use to within 30 °F of its flashpoint, it shall be handled in accordance with the requirements for a Category 3 liquid with a flashpoint below 100 °F.

#### 8.3.4 *Category 4*

Liquids having flashpoints above 140 °F and at or below 199.4 °F.

When a Category 4 flammable liquid is heated for use to within 30 °F of its flashpoint, it shall be handled in accordance with the requirements for a Category 3 liquid with a flashpoint at or above 100 °F.

### 8.4 Storage of Flammable Liquids

Flammable liquids shall be properly stored in accordance with OSHA and NFPA regulations.

#### 8.4.1 *Storage Cabinets*

Storage of flammable liquids will be in NFPA approved flammable storage lockers. Other combustible materials may not be stored in or near flammable storage areas or lockers. Each flammable storage locker may not contain more than the following quantities of flammable liquids:

- 60 gallons of Category 1, 2, or 3 flammable liquids
- 120 gallons of Category 4 flammable liquids

#### 8.4.2 *Maximum Storage Amounts*

The maximum amount of flammable liquids that may be stored in a building are as follows:

- 25 gallons of Category 1 liquids in containers
- 120 gallons of Category 2, 3, or 4 liquids in containers
- 660 gallons of Category 2, 3, or 4 liquids in a single portable tank


#### 8.4.3 *Portable and Transfer Containers*

The capacity of flammable containers may not exceed that specified in the following table.

Container Type	Category 1	Category 2	Category 3	Category 4
Glass or approved plastic	1 Pint	1 Quart	1 Gallon	1 Gallon
Metal (other than DOT drums)	1 Gallon	5 Gallon	5 Gallon	5 Gallon
Safety Cans	2 Gallon	5 Gallon	5 Gallon	5 Gallon
Metal Drums (DOT Specifications.)	60 Gallon	60 Gallon	60 Gallon	60 Gallon
Approved Portable Tanks	660 Gallon	660 Gallon	660 Gallon	660 Gallon

### 8.5 Use of Flammable Liquids

Areas where flammable liquids are used or dispensed should be kept as free as practicable of other combustible material. Fire extinguishers must be kept within 25 feet of any location where flammable liquids are being used.

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Category I liquids may be used only where there are no open flames or other sources of ignition within the possible path of vapor travel.

Flammable waste material and residues shall be kept to a minimum, stored in covered metal receptacles, and disposed of daily.


#### *8.5.1 Dispensing*

Flammable liquids may only be drawn from or transferred into vessels, containers, or portable tanks within a building through the following methods:

- A closed piping system;
- From safety cans;
- By means of a device drawing through the top; or
- From a container or portable tanks by gravity through an approved self-closing valve.

Transferring by means of air pressure on the container or portable tanks is prohibited.

Bulk drums of flammable liquids must be grounded and bonded to containers during dispensing.

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	<b>HAZARD COMMUNICATION (GHS)</b>	Rev. Date April 2024

## 9 HAZARD COMMUNICATION (GHS)

### 9.1 Purpose

The purpose of this program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide and compliance with all applicable federal and state health and safety rules. Under this program employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals.

### 9.2 Responsibilities

#### 9.2.1 *Employees*

All employees of the company are expected to:

- Plan and conduct each operation according to the Hazard Communication Program.
- Use, properly maintain, and store any required PPE.
- Report any exposures, injuries, or safety problems to their respective supervisor or manager.
- Review the SDS prior to using a chemical for the first time, then review periodically thereafter as necessary.
- Not remove or deface labels on incoming chemical containers.
- Alert the appropriate personnel to any new or existing chemicals that do not have a documented SDS.
- Attend any required Hazard Communication/GHS training.

#### 9.2.2 *Supervisors*

In addition to the responsibilities of all employees, supervisors are expected to:

- Determine employees under their supervision who are exposed to hazardous chemicals under normal operating conditions.
- Inform employees of the location of the SDSs, this policy, and any other relevant resources.
- Ensure that all containers of hazardous chemicals are properly labeled.
- Ensure employees properly wear appropriate PPE at all times.

#### 9.2.3 *Management*

In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Ensure employees receive effective annual training.
- Ensure proper PPE is made available to employees.
- Inform outside contractors of chemical (or other) hazards that they may be exposed to.
- Inform all personnel on-site of the location of the SDSs.

### 9.3 Chemical Labeling

Each container which contains hazardous chemicals will be labeled in accordance with the OSHA Hazard Communication Standard, consistent with the United Nations Globally Harmonized System ("GHS") of hazard communication.

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Acceptable labels include an original manufacturer label which provides the following information:

- GHS Product Identifier
- Signal Word
- Hazard Statement(s)
- Pictogram(s)
- Precautionary Statement(s)
- Name, address, and telephone number for the manufacturer, importer, or other responsible party in regard to the chemical

Fillable labels may be used when the manufacturer's label is insufficient, or the chemical has been transferred to a secondary container. Fillable labels will be consistent with the GHS labelling standards.

#### 9.4 Safety Data Sheet (SDS)

Copies of the SDS for each chemical used within the facility will be maintained. SDSs will be added whenever new materials are brought into the facility. The SDS will be reviewed annually. Safety Datasheets will be made available to any person present in the company's facility who may be exposed to hazardous chemicals.

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	<b>HOUSEKEEPING</b>	Rev. Date April 2024

## 10 HOUSEKEEPING

### 10.1 Purpose

The purpose of this program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide through the administration of an effective housekeeping policy.

### 10.2 Responsibilities

#### 10.2.1 *Employees*

All employees of the company are expected to:

- Perform routine housekeeping tasks.
- Report unsafe conditions, equipment needs, and/or program deficiencies to their supervisor.

#### 10.2.2 *Supervisors*

In addition to the responsibilities of all employees, supervisors are expected to:

- Hold workers accountable for housekeeping tasks.

#### 10.2.3 *Management*

In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Ensure that this program is communicated and current.
- Schedule training as required.

### 10.3 5S Methodology

5S is a methodology used to organize workspaces to eliminate wastes and increase safety. This methodology is named after its five core principles. These are:

- Sort
- Set In Order
- Shine
- Standardize
- Sustain

Each of these principles relies on the others to remain effective and should be pursued on a continuing basis. They are described in detail in the following sections.

#### 10.3.1 *Sort*

Tools and material in the workspace should be evaluated for their utility and necessity. Tools and materials which are not necessary to production/support activities shall be removed from the workspace.

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### 10.3.2 *Set in Order*

All needed materials should be organized so that they have a defined location. These locations shall be organized so that tools and equipment which are used more frequently are located closer to the responsible personnel.

### 10.3.3 *Shine*

Cleaning of the workspace shall take place consistently, clearing worksurfaces, floors, and equipment of debris and dirt. Doing so will make defects easier and safety hazards easier to detect and will allow for better organization of the workspace.

### 10.3.4 *Standardize*

The three previous steps shall be standardized as part of a housekeeping plan which can be executed in a consistent manner.

### 10.3.5 *Sustain*

Finally, the developed plan must be adhered to and continuously improved upon. In this way, the workspaces should be continuously evaluated, and deficiencies corrected.

## 10.4 Eating & Drinking Locations

Food and drinks may only be consumed in dedicated locations such as lunchrooms, break rooms, and lounges or in locations that are free of hazards. Hazards that may create environments unsuitable for consumption of food include:

- Presence of hazardous chemicals
- Presence of potentially infectious materials
- Presence of vermin

All eating and drinking locations should be kept free of the above hazards and be maintained as promulgated in 29 CFR 1910.141.

## 10.5 Waste Disposal

All waste produced in work areas will be disposed of as quickly as practicable. All waste must be disposed of in the proper receptacles. This includes hazardous wastes, biological/infectious materials, and sharps.

## 10.6 Training

Employees will be trained on the contents of this program as well as the waste handling practices for their specific work area if applicable.

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	<b>INDUSTRIAL HYGIENE</b>	Rev. Date April 2024

## **11 INDUSTRIAL HYGIENE**

### **11.1 Purpose**

The purpose of this program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide by limiting and controlling exposure to environments and work conditions that may cause them harm.

### **11.2 Responsibilities**

#### *11.2.1 Employees*

All employees of the company are expected to:

- Maintain awareness of the hazards present in their work area(s).
- Maintain safety through the use of PPE as well as engineering and administrative controls.
- Report any hazards to the appropriate supervisor.

#### *11.2.2 Supervisors*

In addition to the responsibilities of all employees, supervisors are expected to:

- Ensure workers appropriately use hazard control measures.
- Advocate for worker safety.
- Evaluate workspaces for known or reasonably anticipatable hazards.

#### *11.2.3 Management*

In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Ensure that this program is communicated and current.
- Ensure that hazard evaluations have been completed as required by this program and applicable sections of 29 CFR 1910.
- Schedule training as required.

### **11.3 Noise**

Exposure to loud noises can cause immediate and long-term hearing damage. Employees may not be exposed to levels of noise exceeding 85 dBA when calculated as an 8-hour Time-Weighted Average as described in 29 CFR 1910.95. Any employee who is exposed to levels of noise exceeding this limit (the "Action Limit") must be placed in a Hearing Conservation Plan ("HCP") consistent with 29 CFR 1910.95(c). It is not expected that employees of the company will be exposed to noise in excess of the limits promulgated in 29 CFR 1910.95.

### **11.4 Radiation**

Some employees may be exposed to radiation through the use of imaging or radiotherapy equipment. Only properly trained employees may operate equipment that emits ionizing radiation. All others should obey the instructions of equipment operators as well as any posted signs.

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### 11.5 Chemical Exposure


Hazardous chemicals may be used by employees to perform job tasks. Many of these chemicals are regulated by OSHA through the promulgation of Action and Permissible Exposure Limits (“Als” and “PELs”, respectively). OSHA’s exposure limits, for any given chemical, can be located in that chemical’s Safety Data Sheet (“SDS”). Additional information of SDSs and their management can be found in the section of this Policy titled “Hazard Communication”.

### 11.6 Exposure Monitoring

Monitoring may be required to quantify the severity or extent of exposure to hazards in the workplace including exposure to noise, radiation, and chemical hazards. Specific monitoring requirements are promulgated in various locations of 29 CFR 1910. Wherever monitoring is required, it will be performed by qualified personnel.

### 11.7 Training

Employees will be trained on the contents of this program as well as the potential hazards of their specific work area.

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	<b>JOB HAZARD ANALYSES</b>	Rev. Date April 2024

## **12 JOB HAZARD ANALYSES**

### **12.1 Purpose**

The purpose of this program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide from occupational hazards by providing methodology for the company to evaluate work areas for the presence of hazards, evaluate the relative severity of hazards, and prioritize controls for hazards. These Job Hazard Analyses (“JHAs”) are a vital part of safety management and assist with compliance of the General Duty Clause of the OSH Act.

### **12.2 Responsibilities**

#### *12.2.1 Employees*

All Employees are expected to:

- Participate in the JHA process.
- Review appropriate JHAs before performing new tasks/processes.
- Alert Supervisors to any outdated or inaccurate JHAs.

#### *12.2.2 Supervisors*

In addition to the responsibilities of all employees, supervisors are expected to:

- Ensure JHA completion for job tasks under their supervision.
- Update JHAs as necessary.
- Utilize JHAs in trainings as appropriate.

#### *12.2.3 Management*

In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Maintain this written program.
- Prioritize JHA completion and evaluation.


### **12.3 Inventory**

An inventory of all routine and known non-routine processes will be collected for initial implementation. The inventory should include all job tasks regardless of perceived risk. The inventory will be managed by the Safety Committee. The inventory will be updated as processes are added eliminated. The inventory will also be reviewed quarterly and updated as needed.

A process is defined as a discreet set of tasks performed by an employee with clearly defined (or definable) start and end points.

Archived JHA’s for processes no longer performed will be kept for a period of 2 years.

Previous versions of updated/revised JHA’s do not need to be retained.

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## 12.4 Prioritization

All routine and known non-routine processes on the initial inventory must be prioritized to determine which ones will be evaluated first.

- High Priority: Any process that has had an OSHA recordable injury in the past 5 years
- Moderate Priority: Any process that has had an incident or near miss in the past 5 years
- Low Priority: All other processes

Processes may be assigned a higher priority than described above if deemed necessary by those familiar with the process.

## 12.5 JHA Performance

The JHA will be performed for each process using the JHA Data Collection Form. This is included in Appendix A.

### *12.5.1 Task Identification*

Tasks are identified as discreet actions which can be analyzed as a single unit without a need to be further subdivided.

Tasks will be notated in the left-most column of the JHA Data Collection Form.

### *12.5.2 Hazard Description*

For each task, identify the following:

- Any Potential Hazard
- The body part potentially exposed to that hazard
- Any protective measures used to mitigate that hazard

There may be more than one hazard per task.


### *12.5.3 Control Description*

For each hazard identified, the controls used to protect employees from that hazard will be listed. These may include personal protective equipment, work practices, or engineering controls such as barriers or guards.

Any hazards that do not have an appropriate control present should be notated and investigated.

## 12.6 Review and Update

JHAs should be reviewed by employees before performing any new tasks and periodically thereafter. During these reviews employees should evaluate the JHAs for deficiencies. Any deficiencies found should be forwarded to the Safety committee for review and the JHA be updated as soon as possible.

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	<b>PANDEMIC RESPONSE</b>	Rev. Date April 2024

## **13 PANDEMIC RESPONSE**

### **13.1 Purpose**

The purpose of this program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide in the event of a pandemic event. Worldwide primarily performs in the healthcare sector and understands that the services of its employees may be required during a widespread infectious event.

### **13.2 Responsibilities**

#### *13.2.1 Employees*

All employees of the company are expected to:

- Understand the contents of this program and adhere to the company’s infection control practices.
- Use PPE as required.
- Ensure all PPE is in good condition prior to use.

#### *13.2.2 Supervisors*

In addition to the responsibilities of all employees, supervisors are expected to:

- Communicate with employees to ensure dissemination of up-to-date information.
- Review employee exposure cases and update potentially exposed employees.

#### *13.2.3 Management*

In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Update this program to remain current with regulatory policies and guidance.
- Manage visitor logs/access to Worldwide headquarters.
- Remain up to date with the latest regulatory requirements & guidance.
- Provide any required PPE.


### **13.3 Exposure Controls**

During an outbreak, the following may be used to reduce exposure. Which controls, if any, are used will be determined by management of Worldwide in accordance with regulatory requirements and guidance.

#### *13.3.1 General Awareness*

Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:

- Maintain physical distancing;
- Exercise coughing/sneezing etiquette;
- Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
- Individuals limit what they touch;

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- Stop social etiquette behaviors such as hugging and hand shaking, and
- Wash hands properly and often.

### 13.3.2 *Stay at Home Policy*

If an employee develops symptoms of the infectious disease, the employee should inform the designated Worldwide contact and follow Center for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.

- Supervisors should immediately separate any worker displaying symptoms of the infectious disease from other employees.
- The health screening elements will follow guidance from CDC guidance, if available.
- The affected person should seek medical care as appropriate and stay away from others.
- Employees should not return to the facility or offices until they show no signs of illness or fever, without the use of a fever-reducing medicine.
- Above all, employees need to follow specific community health care recommendations.

### 13.3.3 *Health Screenings*

All employees, visitors, and/or subcontractors that enter the facility and may have contact with other individuals at the facility may be required to complete a health screening, excluding deliveries that are performed with appropriate PPE or by contactless means. Supervisors will ensure there are enough screenings available, which will be distributed using appropriate PPE (i.e., gloves).


Workers who present symptoms, and/or who indicate they are experiencing symptoms may be sent home to contact their health care provider for medical assessment and any available testing. If tested positive, employees may only return after completing a minimum quarantine suggested by the CDC for each case respectively. If an employee tests positive for an infectious disease, Worldwide will cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Employees who have had close contact with a confirmed or suspected person with the infectious disease but are not experiencing any symptoms should inform their employer and may be able to work with additional precautions, including regular monitoring for symptoms and temperature, required face covering all times, and appropriate social distancing from others.

All surfaces, tools, and equipment suspected to have come into contact with the positive case will undergo decontamination and, if necessary, the area will be shut down until Worldwide determines it is safe for other workers to return.

### 13.3.4 *Face Coverings*

When in use, face coverings must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard (e.g., have features could get caught in machinery or cause severe fogging of eyewear). The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged. Ensure that you are following up to date guidance on face coverings and when they are appropriate to wear.

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### 13.4 Hygiene and Cleaning

Worldwide will adhere to hygiene and sanitation requirements from the CDC. Hygiene stations will be provided for personnel at the building, including soap, water, and paper towels. Alcohol-based hand sanitizer containing 60% or more alcohol will be provided for areas where handwashing is not feasible. Posted signage will encourage employees to wash hands frequently and for at least 20 seconds.

#### 13.4.1 *Disinfection*

- Follow product label instructions for proper use and handling including use of personal protective equipment (PPE).
- Follow label instructions when using disinfectants to ensure the target virus or bacteria is effectively killed on the type of surface you are treating. Pay attention to the contact time disinfectants should be left on surfaces to be effective (including disinfecting wipes). Carefully follow instructions for the dilution of concentrated products to ensure effective use.
- Disinfectant products can only be applied using a labeled application method.
- Use products in well-ventilated areas.
- Do not mix disinfecting products. Mixing different products can produce toxic fumes.

Supervisors will be responsible for providing workers with cleaning and disinfecting solutions and materials. The containers shall be labeled in accordance with the program of this Policy titled “Hazard Communication.”

#### 13.4.2 *Work Materials & Equipment*

Office spaces, equipment, and materials used at the facility can harbor an infectious disease. Follow the guidance from CDC related to how long each virus or bacteria can survive on a surface and plan cleaning schedules accordingly. Procedures for handling, cleaning, and disinfecting surfaces will help protect employees from transmission.

The following procedure will be followed by employees handling and using commonly shared materials:


- Employees shall wash their hands or use a proper hand sanitizer before and after use to help prevent contamination.
- Employees shall be properly trained and protected using any necessary Personal Protective Equipment (i.e. gloves).
- Employees shall clean materials before and after use each day with mild soap, a clean damp cloth, and an approved diluted bleach solution only (when applicable).

#### 13.4.3 *Handheld Devices and Laptops*

Avoid sharing handheld devices or laptops unless sharing is necessary. Employees should routinely clean and disinfect device(s) and laptops.

#### 13.4.4 *Water Coolers*

The use of large water coolers that require repeated hand contact should be discontinued until the risk of community transmission subsides, unless effective cleaning measures can be completed after each use. If an effective post-use cleaning protocol cannot be implemented, single use bottles of water

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should be supplied instead.

#### *13.4.5 Toilets and Sinks*

Toilets will be cleaned and disinfected at least once per week. Toilet seats, paper dispensers, soap dispensers, countertops, door handles, faucet lever/handles, and other hand contact surfaces shall be routinely cleaned and disinfected. Floors shall be cleaned and disinfected using a mild soap solution and a diluted bleach solution. An aerosol sanitizer shall be kept in each portable toilet for employee use.

#### *13.4.6 Miscellaneous Items*

The Supervisor will be responsible for identifying materials and equipment present in the building that will be handled or used by employees but are not listed in the previous sections. The Supervisor will arrange for the routine cleaning and disinfecting of these items.

#### *13.4.7 Surfaces*


If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

#### *13.4.8 Linens, Clothing, and other items that go in the laundry.*

Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air. Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items. Clean and disinfect hampers or other carts for transporting laundry according to the guidance above for hard or soft surfaces.

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## **14 PERSONAL PROTECTIVE EQUIPMENT**

### **14.1 Purpose**

The purpose of this program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide through the use of Personal Protective Equipment (“PPE”) and to describe when, where, and how PPE will be used. PPE will be used as a control measure when engineering and administrative controls are infeasible.

### **14.2 Responsibilities**

#### *14.2.1 Employees*

All employees of the company are expected to:

- Understand and adhere to the procedures outlined in this PPE Program.
- Bring to management’s attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees.
- Report any incident that causes injury to an employee, regardless of the nature of the injury.

#### *14.2.2 Supervisors*

In addition to the responsibilities of all employees, supervisors are expected to:

- Enforce PPE requirements in their respective areas of responsibility.
- Demonstrate appropriate PPE practices.
- Advocate for employees and participate in PPE assessments.

#### *14.2.3 Management*

In addition to the responsibilities of all employees and supervisors, managers are expected to:


- Update the PPE Program annually and whenever there are changes affecting work conditions or when new hazards are identified.
- Provide additional PPE as needed for tasks outside the regular scope of work for an employee.

### **14.3 PPE Hazard Assessments**

A PPE assessment must identify the hazards that workers defined by the scope of this program are exposed to and determine the required PPE to adequately protect against these hazards. An additional survey must be completed when a new hazard is introduced into the work environment and when conditions exist that demonstrate current PPE requirements are not effective or sufficient.

PPE needs have been assessed. These assessments will be updated whenever there are significant changes to the job hazards in each location as determined by management and supervision.

PPE Assessment Forms are included in Appendix A.

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#### 14.4 Selection and Fit of PPE

All PPE must meet the minimum design characteristics outlined in the regulatory and national consensus standards. PPE must fit employees appropriately so as not to inhibit the ability of the employee to perform their job tasks safely. PPE may not create additional, uncontrolled hazards.

##### 14.4.1 *Eye and Face Protection*

Eye protection is required whenever employees are potentially exposed to flying debris, chemical or biological hazards, or compressed gases. Eye and face protective devices must comply with ANSI Z87.1-2020. Eye protection must have side-shields, these may be integral to the eye protection or affixed to appropriate eyeglasses. Any eyeglasses used in this manner must have appropriately rated lenses. Face shields are required for protection against corrosive materials and potentially infectious sprays.

Each affected employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that incorporates their prescription in its design or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

##### 14.4.2 *Hand Protection*

Selection of hand protection shall be based on an evaluation of the performance characteristics of the hand protection relative to the tasks to be performed, conditions present, duration of use, and the hazards and potential hazards identified.

Employees must use gloves whenever interacting with chemical or biological hazards. Additional hand protection may be required for tasks such as handling compressed gases, use of blades, or exposure to extreme temperatures.

##### 14.4.3 *Respiratory Protection*


Respiratory protection is required whenever exposed to chemical hazards above the respective Permissible Exposure Level as promulgated in 29 CFR 1910. Respiratory protection may also be required when exposed to airborne biological hazards.

Any employee who is required to wear respiratory protection must meet all requirements of 29 CFR 1910.134 including those of training, medical qualification, and fit testing. Employees who wish to wear respiratory protection on a voluntary basis must comply with the requirements promulgated by 29 CFR 1910.134.

#### 14.5 PPE General Requirements

It is the responsibility of the company to ensure that the PPE required by its employees is properly used and maintained. Employees may not bring in their own PPE for use unless it has been pre-approved by their supervisor.

It is the responsibility of the employee to use and maintain the PPE that has been supplied to them. If any piece of PPE is found to be damaged or ineffective it must be replaced immediately.

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#### 14.5.1 *Inspection, Cleaning and Maintenance*

Employees assigned PPE for protection against identified hazards are responsible for inspecting, cleaning, and maintaining their own PPE. Cleaning procedures should be consistent with the manufacturer's recommendations. Defective and damaged PPE will not be used.

Employees are to immediately replace any PPE that is worn, damaged, or has questionable integrity. Cleaning methods for PPE shall comply with each PPE's respective manufacturer's requirements.

The following inspections should be performed prior to using any PPE:

##### Eye and Face Protection

- Inspect lenses for dirt, scratches, pits, or cracks.
- Inspect frames for damage and loose screws.

##### Hand Protection

- Check glove integrity, look for holes, rips, or cracks especially at the tips.
- Ensure the gloves fit properly, gloves that are too small or large can increase the potential for accidents and injuries.

##### Respiratory Protection

- Inspect all seals for condition and flexibility.
- Check expiration date(s) of any cartridges used.
- Check for signs of contamination/microbial growth on user-facing surfaces.

#### 14.6 Training

Before being assigned a task which requires the use of PPE, employees must be instructed on the following topics:

- How and why PPE was selected
- When PPE is necessary
- What PPE is necessary
- How to properly don, doff, adjust, and wear PPE
- The limitations of the PPE
- Proper care, maintenance, useful life, and disposal of PPE

Before being allowed to perform work requiring the use of PPE, each employee should demonstrate an understanding of the instructions and the ability to use the PPE properly. Re-instruction will occur when there are significant changes in the workplace or work tasks, or when there are changes in the type of PPE used.

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## 15 REPORTING AND RECORDKEEPING

### 15.1 Purpose

The purpose of this program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide by providing a system for submitting, collecting, investigating, and analyzing reports of incidents, near misses, and unsafe conditions. By adhering to this plan, the company seeks to correct the causes of these events and provide a safer work environment.

Worldwide will be responsible for recording and reporting any incidents as described in this program for employees that Worldwide provides direct oversight to. Employees working at a host employer site who report to the host employer on a day-to-day basis will abide by the host employer's reporting and recordkeeping policy.

### 15.2 Responsibilities

#### 15.2.1 *Employees*

All employees of the company are expected to:

- Promptly (prior to the end of shift) complete the [Employee's Report of Work-Related Injury, Illness, Near Miss, or Hazard Form](#) (Appendix A) for any incidents or near misses.
- Provide factual statements and participate in any near miss or incident investigation.

#### 15.2.2 *Supervisors*

In addition to the responsibilities of all employees, supervisors are expected to:

- Ensure the completion of hazard, near miss, and incident reports.
- Investigate all hazard, near miss, and incident reports.
- Implement and monitor corrective actions.

#### 15.2.3 *Management*

In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Monitor health & safety performance, re-designing health and safety practices and procedures when prudent to do so.
- Ensure all regulatory recording/recordkeeping has been properly performed, including OSHA 300 and 300-A forms.

### 15.3 Internal Reporting

#### 15.3.1 *Unsafe Conditions*

An unsafe condition is any situation which may increase the likelihood of a near miss or injury occurring. Unsafe conditions must be reported and corrected as quickly as possible to prevent an injury from occurring. All unsafe conditions must be documented using the [Employee's Report of Work-Related Injury, Illness, Near Miss, or Hazard Form](#). This form can be found in Appendix A.

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### 15.3.2 Near Misses

A Near Miss is any situation that would have resulted in an injury under slightly different circumstances. An example of a near miss would be a slip that did not result in a fall or a fall that did not result in an injury. Documenting and tracking near misses are essential to safety management as it illustrates areas which need attention. All Near Misses will be reported and documented using the [Employee's Report of Work-Related Injury, Illness, Near Miss, or Hazard Form](#). This can be found in Appendix A.

### 15.3.3 Injuries

All injuries that occur on Company property, while performing job-related functions, or on any site controlled by Worldwide will be reported to the injured party's supervisor as soon as possible. This report is required regardless of injury severity and will be documented using the [Employee's Report of Work-Related Injury, Illness, Near Miss, or Hazard Form](#), found in Appendix A.

### 15.3.4 Report Handling

Supervisors are primarily responsible for collecting and reviewing reports. If a report is received, an investigation must be pursued to identify the root cause(s) of the reported situation and corrective actions prescribed. Human Resources is responsible for assigning tasks to responsible parties and ensuring that all corrective actions are completed. Copies of all completed forms will be kept with this document.

All reports will be logged in the Internal Incident Report Log by Worldwide.

## 15.4 Regulatory Requirements

Recording and reporting of certain injuries is required by OSHA.

### 15.4.1 Injury Recording

Injury events must be recorded in the company's OSHA 300 log if they result in the following outcomes:

- Fatality;
- Loss of consciousness;
- Day(s) away from work;
- Restricted work activity or job transfer;
- Diagnosis of cancer or chronic irreversible diseases;
- Punctured eardrum;
- Fractured or cracked bones; or
- Medical treatment beyond first aid.

The OSHA form 300-A must also be filled out and posted annually on February 1<sup>st</sup> for the preceding year.

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#### 15.4.2 Injury Reporting

Reports of certain serious incidents must be made to OSHA according to the table below. Reports should be made to the OSHA hotline at 1 (800) 321-6742.

Incident	Requirement
Hospitalization, Amputation, or Loss of an Eye	Reported to OSHA within 24 hours of incident
Fatality	Reported to OSHA within 8 hours of incident

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## **16 SAFETY COMMITTEE**

### **16.1 Purpose**

The purpose of this program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide by describing the function of a Safety Committee that serves to maintain and improve employee safety.

### **16.2 Responsibilities**

#### *16.2.1 Employees*

All employees of the company are expected to:

- Participate in requested Safety Committee meetings/proceedings.

#### *16.2.2 Supervisors*

In addition to the responsibilities of all employees, supervisors are expected to:

- Participate in Quarterly Safety Committee meetings.
- Investigate safety issues and complaints brought to the committee.
- Work together to create, evaluate, and implement initiatives to improve the safety of the company.

#### *16.2.3 Management*

In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Review updates/recommendations from the Safety Committee.
- Support safety improvement efforts.

### **16.3 Composition**

The Safety Committee will consist primarily of supervisors but may contain employees of any level. All members are expected to attend meetings and actively contribute. There are no prerequisites to be a member of the safety committee.

### **16.4 Meetings**

Meetings will be held on at least a quarterly basis. Additional meetings may be required following complaints, incidents, or discovery of workplace hazards. Each meeting will have a pre-set agenda consisting of the following points:

- Review of previous minutes
- New Incident/Near Miss/Hazard Reports
- Old Business/Follow-ups
- New Business

Accurate minutes will be kept for each meeting and distributed at the start of each meeting.

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## 17 TRAINING

### 17.1 Purpose

The purpose of this program is to ensure the protection of employees, visitors, vendors, and contractors of Worldwide by describing health and safety training requirements. Training may be regulatory driven (i.e., required by OSHA) or based on best practices. The company understands the importance of safety training and its impact on health & safety in the workplace.

### 17.2 Responsibilities

#### 17.2.1 *Employees*

All employees of the company are expected to:

- Attend all the training sessions required.

#### 17.2.2 *Supervisors*

In addition to the responsibilities of all employees, supervisors are expected to:

- Ensure that all employees are adequately trained.
- Participate in all required training events.
- Support training efforts.

#### 17.2.3 *Management*

In addition to the responsibilities of all employees and supervisors, managers are expected to:

- Ensure that this program is communicated and current.
- Schedule training as required.
- Retain and update training records

### 17.3 Training Topics


Training will be provided to all employees as required by applicable regulations as well as best practice. Topic-specific training requirements are described within the body of this Policy. Training topics that must be covered annually include:

- Emergency Action Plan
- Hazard Communication
- Sexual Harassment

Training may be offered in a variety of formats: classroom, hands-on, computer-based or in other communications.

### 17.4 Documentation

Training records will be kept for a minimum of three years from the date of the training session.

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## 18 REVISION & REVIEW

This plan will be reviewed at least annually for accuracy and compliance. This review will be performed by a responsible member of management as well as each supervisor. Management has the ultimate responsibility for updating and correcting the text of the manual. Any deficiencies, omissions, or required changes should be corrected at the earliest opportunity. Any changes or corrections must be immediately communicated to all employees through effective means.

The table below will be used to certify this annual review. This table must be filled out and signed by a member of management with the authority to make changes to this plan.

NAME	SIGNATURE	DATE	REVISION
Leo Blatz		04/11/2024	04/11/2024
Summary of Changes	Reviewed policy, corrected typographical errors, corrected incorrect section references.		
NAME	SIGNATURE	DATE	REVISION
Leo Blatz		04/20/25	04/20/25
Summary of Changes	Reviewed policy, corrected typographical errors, corrected incorrect section references.		
NAME	SIGNATURE	DATE	REVISION
Robert Rust / Mary Merrill		05/26/26	05/26/26
Summary of Changes	Updated and supplemented Emergency Action Plan.		
NAME	SIGNATURE	DATE	REVISION
Summary of Changes			
NAME	SIGNATURE	DATE	REVISION
Summary of Changes			

# APPENDIX A

## Blank Forms

## Employee's Report of Work-Related Injury, Illness, Near Miss, or Hazard

**Instructions:** Employees shall use this form to report all work-related injuries, illnesses, hazards, or “near miss” events (which could have caused an injury or illness) – *no matter how minor*. This helps Worldwide to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further action. If more space is needed to complete this form thoroughly and accurately, please utilize the blank area at the bottom of page two or attach supplemental pages.

I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near Miss <input type="checkbox"/> Hazard	
Full Name:	
Phone:	Email:
Job Title:	Supervisor:
Have you told your supervisor about this incident or condition? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near miss/hazard:	Time of injury/near miss/hazard:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury, near miss, or discovery of the hazard:	
If injured, please describe the injury including the parts of your body that were injured:	
If a near miss or hazard, how could you have been hurt?	

What could have been done to prevent this injury / near miss / hazard? Please include any suggestions for corrective action:	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe including dates:	
Your Signature:	Date:

Please utilize the area below or attach supplemental pages if more space is needed to complete this form:
---

## Supervisor's Accident Investigation Form

<b>Name of Injured Person:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Date of Birth:</b>	<b>Sex:</b>	
<b>Phone:</b>	<b>Email:</b>	
<b>Job Title:</b>	<b>Supervisor:</b>	
<b>Date of Event:</b>	<b>Time of Event:</b>	
<b>Exact Location of Event:</b>		
<b>Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being using?</b>		
<b>What part of the body was injured? Describe in detail:</b>		
<b>What was the nature of the injury? Describe in detail.</b>		
<b>What caused the event?</b>		

<b>Were safety regulations in place and used? If not, what was wrong?</b>	
<b>Did employee go to the doctor or hospital?      <input type="checkbox"/> Yes <input type="checkbox"/> No</b>	
<b>If yes, doctor or hospital's name and contact information:</b>	
<b>Recommended preventive action to take in the future to prevent reoccurrence:</b>	
<b>Supervisor Signature:</b>	<b>Date:</b>

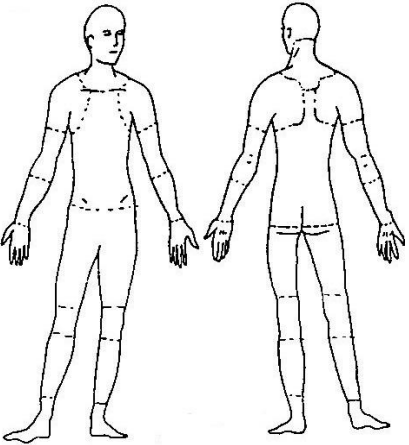
<p><b>Please utilize the blank area below or attach supplemental pages if more space is needed to complete this form:</b></p>
---

# Incident Investigation Report

**Instructions:** Complete this form as soon as possible after an incident that results in serious injury or illness.  
 (Optional: Use to investigate a minor injury, near miss, or hazard that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss <input type="checkbox"/> Hazard	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Other _____

## Step 1: Injured employee (If applicable, complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply)	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary
		Months with this employer
		Months doing this job:

## Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other _____	
Names of witnesses (if any):	

<b>Number of attachments:</b>	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: <input type="checkbox"/>			

<b>Step 3: Why did the incident happen?</b>	
Unsafe workplace conditions: (Check all that apply) <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	Unsafe acts by people: (Check all that apply) <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
Have there been similar incidents or near misses prior to this one? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	

**Step 4: How can future incidents be prevented?**

**What changes do you suggest to prevent this incident/near miss from happening again?**

- Stop this activity       Guard the hazard       Train the employee(s)       Train the supervisor(s)
- Redesign task steps       Redesign work station       Write a new policy/rule       Enforce existing policy
- Routinely inspect for the hazard       Personal Protective Equipment       Other: \_\_\_\_\_

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets:

**Step 5: Who completed and reviewed this form? (Please Print)**

Written by:

Title:

Department:

Date:

Names of investigation team members:

Reviewed by:

Title:

Date:



## WORKPLACE HAZARD ASSESSMENT FORM

Facility:	Date of Assessment:
Area:	Assessor(s):

Task or Job Function:

Type of Eye/Face Hazards (Check the appropriate boxes)	Describe Specific Eye/Face Hazards	Identify type of PPE required for eye/face hazards
---	------------------------------------	--

Type of Eye/Face Hazards (Check the appropriate boxes)	Describe Specific Eye/Face Hazards	Identify type of PPE required for eye/face hazards
Eye/Face Hazards (29 CFR 1910.133)		
Burn		
Chemical Splash		
Dust/Particles		
Heat/Cold		
Impact		
Light/Radiation		
Other		

Type of Head Hazards (Check the appropriate boxes)	Describe Specific Head Hazards	Identify type of PPE required for head hazards.
---	--------------------------------	---

Type of Head Hazards (Check the appropriate boxes)	Describe Specific Head Hazards	Identify type of PPE required for head hazards.
Head Hazards (29 CFR 1910.135)		
Burn		
Chemical Contact		
Electric Shock		
Impact		
Penetration/Cuts		
Other		

Type of Foot/Leg Hazards (Check the appropriate boxes)	Describe Specific Foot/Leg Hazards	Identify type of PPE required for foot/leg hazards
---	------------------------------------	--

Type of Foot/Leg Hazards (Check the appropriate boxes)	Describe Specific Foot/Leg Hazards	Identify type of PPE required for foot/leg hazards
Foot Hazards (29 CFR 1910.136)		
Burn		
Chemical Contact		
Compression		
Impact		
Penetration/Cuts		
Other		

Type of Hand/Arm Hazards (Check the appropriate boxes)	Describe Specific Hand/Arm Hazards	Identify type of PPE required for hand/arm hazards
---	------------------------------------	--

Type of Hand/Arm Hazards (Check the appropriate boxes)	Describe Specific Hand/Arm Hazards	Identify type of PPE required for hand/arm hazards
Hand Hazards (29 CFR 1910.138)		
Burn		
Chemical Contact		
Electric Shock		
Impact		
Penetration/Cuts		
Other		

Note: This form does not cover 29 CFR 1910.137, Electrical Protective Equipment or 29CFR 1910.134, Respiratory Protection

<b>Type of Body/Torso Hazards</b> (Check the appropriate boxes)			Describe Specific Body/ Torso Hazards	Identify type of PPE required for body/torso hazards
Body/Torso Hazards (29 CFR 1910.132)	YES	NO		
Burn				
Chemical Contact				
Electric Shock				
Impact				
Penetration/Cuts				
Other				
<b>Note other PPE worn or needed</b>			Describe Specific Hazards	Identify type of PPE required or being worn

I \_\_\_\_\_ certify the evaluation of the identified task or job function was conducted on

\_\_\_\_\_.

# TRAINING ROSTER

Topic of Training: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Time (from - to): \_\_\_\_\_

## Sign-in Sheet

#	Print Name	Signature
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# APPENDIX B

## Emergency Response Materials

# Emergency Contact Information

Contact Name	Title	Day Phone	After-Hours Phone
Leo Blatz	Clinical Director	716-821-9001	716-821-9001
Joseph Giaimo	Chief Operating Officer	716-821-9001	716-821-9001
Sam Giordano	Marketing and Recruiting	716-821-9001	716-821-9001
Bob DiChristina	Information Technology	716-821-9001	716-821-9001
Robert Rust	Human Resources	716-821-9001	716-821-9001
Kevin Peters	Recruiting Manager	716-821-9001	716-821-9001
Gavin Sloan	Office Manager	716-821-9001	716-821-9001

Alarm Information		
Company	Account Number	Phone #
Emergency Services		
Agency Type	Agency Name	Phone #
Fire	Town of Tonawanda Fire Protection - Brighton Volunteer Fire Company 5	Dial 911
Fire (non-emergency)		716-837-3933
Police	Town of Tonawanda Police	Dial 911
Police (non-emergency)		716-876-5300
EMS	Town of Tonawanda EMS Unit	Dial 911

