



FIRE PROTECTION SERVICE CORPORATION
COMPANY SAFETY MANUAL
2021



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Corporate Safety and Health Policy Statement

January 2021

Fire Protection Service Corporation and affiliated d/b/a's Fire Protection Service, Mountain Alarm, Link Interactive, and CopperState Fire Protection, and subsidiary Kenco Enterprises, Inc. d/b/a Kenco Security and Technology (hereinafter "FPSC") believe that integrating safety and health into every operation at our corporation is of the utmost importance. The health and safety of our employee's safety continues to be the first consideration in our operations.

To this extent, FPSC strives to comply with all applicable laws and regulations that govern our operations. In so doing, we conduct our processes and operations in a manner that reduces or eliminates the conditions that are unhealthful or could cause injury to our employees. Employees are consistently urged to report unsafe conditions in their workplace, and work with the company to alleviate these conditions where they may exist.

Quality or production goals do not supersede the safety of our employees. Management and staff have implemented a Safety Management Program.

This program provides for:

- The continual commitment to improving safety at our workplace
- Employee awareness and training regarding safety issues
- A commitment to visitors, neighbors, and our community to lessen or eliminate any safety-related issues from our corporation that could impact them

Within the scope and applicability of our Safety Management Program, FPSC has established a goal to have injury and illness incident rates below the industry average. To accomplish this goal, we ask each of our employees to commit not only to their own safety but to the safety of their co-workers and their community as well.


Eric Garner, CEO



Safety and Health Communication

Employees are encouraged to report any unsafe work practices, unsafe conditions or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Fire Protection Service Corporation will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Fire Protection Service Corporation subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, Fire Protection Service Corporation holds in higher regard with customers and increases productivity. Therefore, we will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Fire Protection Service Corporation is committed to allocating and providing all the resources and training needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of Fire Protection Service Corporation will set an example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance, and work environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.
8. This basic safety and health manual for Fire Protection Service Corporation summarizes successful accident-prevention principles and techniques. While application of these techniques may vary according to the size and nature of our company's jobsites, the basic principles remain the same.
9. This Safety manual and Fire Protection Service Corporation safety program will be reviewed and updated annually as needed to ensure that any process or operational change is addressed with proper safety and health procedures.

Everyone at Fire Protection Service Corporation must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries involving our employees, our customers and the public. Together, we can keep each other safe and healthy in the workplace.



SAFETY COMMITTEE

To promote better communication between employees and management, a safety committee has been established for Fire Protection Service Corporation operations. Its primary function is to serve as a two-way channel of communication and to promote safety awareness throughout the workplace.

The Safety committee will consist of employees from management as well as non-management. The Employee Safety committee will meet quarterly with monthly safety topics. The meeting will be chaired by a company designated employee.

The Safety committee has the following functions:

- Participate in the implementation of Fire Protection Service Corporation’s safety and health program.
- Conduct Safety/Housekeeping inspection(s).
- Review and update safety rules and safe operating procedures.
- Review accidents and “near miss” incidents reported since the last meeting and suggest means for preventing future occurrences.
- Convey, review, and comment on safety suggestions submitted by employees and contractors.
- Plan and carry out various safety promotion activities.
- Promote safety awareness among all employees through safe attitudes and day-to-day interactions.
- Review safety impacts of equipment or facility changes and multi-shift operations.
- Recommend actions to reduce the frequency and severity of accidents and illnesses.
- Assist Fire Protection Service Corporation in complying with government standards concerning safety and health.
- Make recommendations to management on matters pertaining to safety and health.

Members on the Safety and Health Team will be rotated so that the team can adequately address safety concerns and resolve new issues.

The Safety committee will also be involved in recognizing individual employees or contractors who have contributed to safety efforts and positive results.

Written documentation of Safety committee meetings should be maintained at each meeting. These minutes will summarize the committee’s activities. They should be posted in a designated place on the employee bulletin board, and a copy will be given to management.

While the minutes do not need to be typed or conform to any strict format, they should, at a minimum, include the names of the persons attending along with the following items:

Recommended Agenda:

- Review of previous meeting minutes and status of recommendations.
- Recent facility inspection(s) with action items — include date, time, list of the inspection items, and names of inspector(s) and person(s) responsible for completing the action items.
- Next scheduled inspection — include date, time and inspector(s) assigned.



- Review of injuries and incident trends, along with recommendations for improvements, including timeline to implement the recommendations and person(s) responsible.
- Review of suggestions received from employees along with recommended action(s).
- Previous safety training (with feedback if applicable) and recommendations for upcoming training topics.
- Other miscellaneous safety items.

Occasionally, specialists or consultants may be added to the committee to address a specific situation or problem.

EMPLOYEE SAFETY RESPONSIBILITIES

- The primary responsibility of the employees of Fire Protection Service Corporation is to perform their duties in a safe manner to prevent injury to themselves and others.
- As a condition of employment, employees **MUST** become familiar with, observe, and obey Fire Protection Service Corporation rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.
- Employees are subject to disciplinary action for violation of safety rules. Training or counseling can be given if a safety rule is not being followed or understood to ensure a clear understanding of the infraction. A violation of a safety rule can mean a verbal or written warning up to and including termination.
- Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.
- If an employee has any questions about how a task should be done safely, they are under instruction **NOT** to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job. If, after discussing a safety situation with their supervisor, an employee still has questions or concerns, they are required to contact the home office.
- **NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.
- **NO EMPLOYEE IS EVER REQUIRED** to operate tools, machines, or equipment that they have not been trained and authorized to operate.



SUPERVISOR SAFETY RESPONSIBILITIES

Supervisors at Fire Protection Service Corporation recognize that our people are the most asset of our company. To ensure the safety of this valuable resource to our company the supervisory staff will:

- Be accountable for the safety of employees. This includes the prompt correction of unsafe conditions or work practices, enforcement of established safety rules, laws and procedures, and high housekeeping standards.
- Ensure availability and enforcement of company safety manual on the project site.
- Ensure each employee is provided with, wears or uses any prescribed personal protective equipment deemed necessary, according to Fire Protection Service Corporation safety and health program or appropriate safety regulations.
- Enforce all safety rules and regulations on a fair and equitable basis.
- Set a good example by following safety and health rules, and safe practices.
- Instruct each employee on the hazards of his or her job and how to avoid and/or control them. Take proper corrective action whenever unsafe behaviors or unsafe conditions are observed or reported.
- Ensure employees follow the preventive- maintenance program, and that any repair and replacement needs found during those activities are tracked to completion.
- Require all vendors, customers, subcontractors, and visitors to comply with Fire Protection Service Corporation's safety and health program.
- Ensure that all employees are trained and physically able to perform their work safely.
- Conduct regular safety inspections and submit written reports to management upon completion. Determine what corrective action is needed when safety discrepancies are found and establish a time frame to correct them.
- Personally, investigate all accidents and incidents, determine the source of the accident and correct any unsafe practices or conditions that might cause recurrence. Promptly complete and forward all accident-report forms.
- Maintain Fire Protection Service Corporation's job-site medical kit as OSHA regulations require.
- Conduct regular employee safety meetings or toolbox talks.
- Maintain all postings and written safety policies and programs as required. Ensure that the HazCom Program and material safety data sheet (SDS) book are current.
- Employee Training
- Employees should receive specific guidance and instruction from their supervisor on safe operating procedures of each assigned job or task. The training subjects and materials will be developed utilizing industry and company specific criteria relating to identified and potential hazard exposures, injury, and incident data, as well as training required by federal state and local regulations.
- Training sessions will include, but not be limited to, the following:
 - General safety rules and guidelines,
 - Hazards associated with the work area,
 - Hazards associated with a specific job or task,
 - Emergency procedures,
 - Personal Protective Equipment (requirements, proper use, and maintenance),
 - Specific safety guidelines for equipment operation,
 - Employee accident/hazard reporting requirements,
 - Injury investigation (supervisors and other designated personnel),
 - Any additional regulatory required training.



- Accident and Incident Investigation
- Accident and incident investigations are primarily a fact-finding procedure completed by the Fire Protection Service Corporation supervisors. They will use the facts revealed to prevent similar accidents.

Properly handled, these investigations also can increase safety and health awareness in all employees.

We can reduce incidences by eliminating unsafe or hazardous situations. In efforts with trying to prevent all accidents, it might be effective to make physical and cultural changes to eliminate and to reduce hazards than it is to teach employees to work around these hazards.

The principal purpose of an accident investigation is primarily a fact-finding procedure that attempts to identify unsafe or hazardous conditions or procedures. Once you identify these factors, take immediate action to eliminate or reduce the hazard as much as possible.

With those objectives in mind, the supervisor will follow these steps immediately after an accident:

- Ensure any injured person receives proper medical care.
- Start the accident investigation promptly. Maintain all the conditions that existed at the time of the accident until the investigation is conducted. Allow no one to perform the job function that resulted in the accident or injury until the matter is cleared up.
- The supervisor under whose direction the employee worked or the supervisor in whose area the accident occurred conduct the investigation. Persons involved should submit their findings in writing in an accident investigation report.
- On site management will review reports and take corrective action. Fire Protection Service Corporation corporate office will review all accident-investigation reports and direct reports to anyone who is directly involved in making the proper changes.
- Include photographs, sketches or other exhibits in the investigation report to help clarify the accident's facts. Include detailed statements from all witnesses to the accident as well as others who can contribute information.
- The person in charge at the time of the accident should do a full investigation immediately. Proper forms must be filled out completely.
- Questions to ask are:
 - Who was injured? Name, address, phone, social security number, occupation, and date of birth.
 - Who witnessed the accident? Get name, address, phone, social security number occupation and date of birth.
 - Record everything you saw at the scene of the accident.
 - Where did the accident happen?
 - When did the accident happen?
 - Why did the accident happen?
 - How did the accident happen?
- If property damage claim gets a full description of the property damage. Retain if possible.
- Write down anything about the accident you can remember.
- Take pictures of the accident scene if possible.
- Retain any item involved in the accident.
- Interview and get statements from all witnesses.



- Report serious accidents to your field supervisor and management if necessary.
- Remember all incident reports are legal documents.

After the investigation is complete corrective action will be taken, the findings will be brought to the attention of all employees in the accident area and those working in similar areas. These findings will help to provide additional safety training, make operational changes based on the facts involved in the accident, and inform employees about actions taken to protect their safety and health and prevent similar occurrences.

GENERAL SAFETY RULES

CONDUCT

Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

WORK ATTIRE & PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

As a condition of employment employees are required to wear the person protective equipment required by Fire Protection Service Corporation and necessary for the job task they will be completing. A PPE assessment will be completed as required.

- Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
- Face and eye protection - safety glasses, goggles, face shields, welding and laser protection are required when applicable. Safety glasses are always required to be worn that their exposure to any hazard to eyes. Safety glasses shall have side shields in place. Clear safety glasses shall be worn when working inside any work location.
- Head protection - hard hats will be worn whenever there is possible danger of head injury or when required by specific job. Hard hat must be ANSI approved and in good condition. Brim will be facing forward with no unauthorized stickers or decoration of any type. Hard hats must be capable of protection against impact and electrical shocks and burns. Hard hats must have a chinstrap/hardhat tie off if worn at heights.
- Cut resistant gloves must always be worn when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- Hearing Protection – is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss. Hearing protection includes earmuffs and molded and formable ear plugs.
- Shirts with sleeves are required. Always wear clean and professional looking shirts.
- Long pants with no holes are required.
- Protective footwear — steel-toed (safety) shoes, rubber boots, metatarsal guards and slip-resistant soles should be used as applicable. Shoes should be leather, above the ankle and have rubber soles, no sneakers allowed.
- Fall protection will be required anytime an employee is 6 feet or more above the lower level; tie off is recommended anytime an employee is over 6 feet or more above the lower level, to include body harness, lanyards and lifelines.
- High visibility vests may be required based on job need or supervisor recommendation.



- Dust masks should be worn when exposed to nuisance dust or saw dust.
- Respiratory protection — filter respirators, cartridge respirators, supplied-air respirator, and self-contained breathing apparatus should be used when required.

DRUGS, ALCOHOL AND ILLEGAL WEAPONS

Fire Protection Service Corporation is a drug free work environment. Use and/or possession of illegal drugs or alcohol on company property or on any Fire Protection Service Corporation job sites are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden. Driving any vehicle while on company time, under the influence of illegal drugs or alcohol is forbidden. No alcohol containers or drug paraphernalia are allowed on company property, job sites or in company vehicles at any time. Consenting to random drug testing and searches is a condition of employment with Fire Protection Service Corporation a positive drug test result can result in a reduction in your benefits and termination of employment. Job specific ten panel drug test may be required at any time. Weapons are not permitted on company property, job sites or in company vehicles at any time.

SECURITY

You should always be aware of your surroundings.

- Immediately report any suspicious activity or persons to management. Call 911 if necessary.
- Immediately report any theft to management.
- When parking, remove all valuables from sight and lock car doors.
- Keep all valuables (money, wallet, jewelry, etc.) out of sight when at your desk. Do not keep large sums of money or other valuables in the building or vehicles.
- Secure laptop computers, PDAs, and tools before leaving your workspace for extended periods of time. (Lunch, meetings, or when going home from work.)
- If you are working alone before or after regular business hours, on weekends, or holidays, observe these additional guidelines:
 - Be sure doors close and lock after you.
 - Turn on lights as you move through the building.
 - Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).
 - Be sure that your field supervisor or a member of management knows that you are at work and is expecting you to check in by a specified time.
 - As you leave, be sure to turn off all equipment, lights, etc., after use.

HOUSEKEEPING

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches
- Any wood debris with nails protruding require nails to be removed or bent flat immediately.
- Overall job site and shop area



OFF-SITE SAFETY

Employees of Fire Protection Service Corporation are required to follow all safety and security procedures during off-site visits. If your contact person does not advise you regarding safety hazards, consider the following:

Emergency exit location(s).

- Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three-point contact (hand on rail and feet on stairs);
- When visiting construction sites, eye protection, hearing protection and hard hats are required. This equipment will be in the possession of the employee and not provided by the client
- Wear shoes that support your feet and are slip resistant.
- Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.
- Keep any slipping hazard marked. Use saw dust or ice melt to eliminate hazard.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on Fire Protection Service Corporation. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

ACCIDENT REPORTING AND RETURN TO WORK PROGRAM

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Fire Protection Service Corporation and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

Fire Protection Service Corporation has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Fire Protection Service Corporation wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

EMPLOYEE PROCEDURES

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor and the home office that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Fire Protection Service Corporation will not accept a general note stating that you are only to be off work.



- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but can perform transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Fire Protection Service Corporation approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- Employees must return to light duty or regular work if possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep the home office regularly informed of your status and any changes in your condition.
- Employees must provide a Return to Work form indicating they can return to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our claims administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the home office.

EMERGENCY ACTION PLAN

FIRE SAFETY

- Smoking is allowed in designated areas while on break only and never allowed while working.
- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call 911
- Fire extinguishers are available in all trucks, forklifts, cranes, and all job sites should have a fire extinguisher.
- Have someone notified the incident commander of where the emergency is located. He/she will relay this information to the fire department.
- Notify your supervisor when safe to do so.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:

-P=Pull the safety pin

-A=Aim the nozzle at the base of the fire

-S=Squeeze the operating lever

-S=Sweep side to side covering the base of the fire

*When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.



*Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.

COVID-19 INFECTIOUS DISEASE RESPONSE PLAN

If an employee is experiencing any symptoms, they are not to report to work. If they develop any symptoms while at work, they are to report home immediately and contact medical professionals to determine the employees next course of action—To follow the Public Health Guidelines, even if the employee is ill with mild symptoms and cannot get a test for COVID-19, they are to assume that they have been exposed and are to follow the guidelines for self-isolation and/ quarantine.

COVID-19 Symptoms:

- Fever; anything above 99°F
- Shortness of Breath
- Cough

If an employee is sick with other symptoms not listed, please contact a medical professional for advice and guidance, we advise isolation. The employee is to contact their supervisor to let them know the situation at hand. Once the employee is no longer experiencing symptoms or have been cleared by a medical provider, they can return to work under our return-to-work policy.

As a company we are promoting steps to protect our employees and customers:

- Promoting frequent and thorough hand washing
- Encourage respiratory etiquette, including covering coughs and sneezes
- Maintain regular housekeeping practices
- Always use PPE: Gloves and Respirators when necessary; keep hand sanitizer in ALL vehicles and offices; use regularly
- Maintain Social distancing while on project sites as much as possible
- Do not Share tools and equipment with others, if you do clean before and after use immediately.

FIRST AID AND MEDICAL TREATMENT

FIRST AID AND MEDICAL TREATMENT IN OFFICE PROCEDURES

The company provides a First Aid Kit at each branch and in each company service vehicle. It is there for your use in the treatment of minor scratches, burns, headaches, nausea, etc. Ask your supervisor to show you its location. Let your supervisor know if you need to use the First Aid Kit.

If you have a work-related injury or illnesses that requires professional medical assistance notify your supervisor and let him/her know before you receive this assistance. If you fail to notify your supervisor, you may be ineligible for Worker's Compensation benefits to pay for doctor's bills, and/or lost wages.



FIRST AID PROCEDURES AND INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call 911, to request emergency medical assistance.

Minor First Aid Treatment

If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the First Report of Injury Form.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the First Report of Injury Form.

Non-Emergency Medical Treatment

- For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:
- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures - Wash the wound using soap and water; rinse it well. Cover the wound using clean dressing.

Major: Large, deep and bleeding - Stop the bleeding by pressing directly on the wound, using a bandage or cloth. Keep pressure on the wound until medical help arrives.

BROKEN BONES:

Do not move the victim unless it is necessary.

If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

Thermal (Heat): Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water. Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical: Flush the exposed area with cool water immediately for 15 to 20 minutes.



EYE INJURY:

Small particles: Do not rub your eyes. Use the corner of a soft, clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles: If a particle is stuck in the eye, do not attempt to remove it. Cover both eyes with a bandage.

Chemical: Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

If the victim appears to have injured his or her neck or spine or is unable to move his or her arms or legs, do not attempt to move the victim unless it is necessary.

HEAT EXHAUSTION:

Loosen the victim's tight clothing.

Give the victim "sips" of cool water.

Make the victim lie down in a cooler place with the feet raised.

WORKERS COMPENSATION

Every state has a Workers Compensation Law to provide benefits to employees for lost wages and medical bills resulting from a work-related injury or illness. You are covered by Workers Compensation. You may request Workers Compensation benefits from your supervisor. Qualification for benefits is determined by the state, and not the company. Your responsibilities are to keep appointments, follow all doctors' instructions on and off the job, maintain good communication with your supervisor, and to fully cooperate with all instructions you are given.

HAZARD IDENTIFICATION AND COMMUNICATION

The purpose of this notice is to inform you that FPSC is complying with the OSHA HAZARD COMMUNICATION STANDARD, TITLE 29 CODE OF FEDERAL REGULATIONS 1910.1200, by using MSDS's, by compiling a Hazards Chemicals List, by insuring that containers are labeled, and by providing each employee with training.

This program applies to all work operations in FPSC where the employee may be exposed to hazardous substances under normal working conditions or during emergency situations.

The Safety and Health Manager is the program coordinator, acting as the representative of FPSC, who has overall responsibility for the program. The Safety and Health Manager will review and update the program as necessary. Copies of the written program may be obtained from the Safety and Health Manager.

Under this program, each employee will be informed of the contents of the Hazard Communication Standard, the hazardous properties of chemicals which they will use, safe handling procedures, and measures to be taken to protect themselves from these chemicals. Employees will also be informed of the hazards associated with chemicals in unlabeled pipes.



LIST OF HAZARDOUS CHEMICALS

The Safety and Health Manager will make a list of all hazardous chemicals and related work practices used in Fire Protection Service Corporation and Subsidiaries and will update the list, as necessary. This list of chemicals will be found at all locations FPSC conducts business. This list also identifies the corresponding Safety Data Sheet (SDS) for each chemical. Any new hazardous chemicals received by FPSC will have an SDS document available for inspection before any employee uses the chemical. A master list of these chemicals will be maintained by and is available from the Safety and Health Manager. The **SDS Master List** form on page 20 will be used.

SAFETY DATA SHEETS (SDS)

SDS provide each employee with specific information on the chemicals used. The Safety and Health Manager will maintain a binder with an SDS on every substance on the list of hazardous chemicals. The SDS will be fully completed according to Hazard Communication Standard; 29 CFR 1910.1200 (page 15). FPSC representative, the Safety and Health Manager, will ensure that each site maintains an SDS for hazardous materials in that area and will be made readily available to any employee at every work site.

Safety Data Sheet

According to Hazard Communication Standard; 29 CFR 1910.1200

Section 1: Identification

This section identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier. The required information consists of:

- Product identifier used on the label and any other common names or synonyms by which the substance is known.
- Name, address, phone number of the manufacturer, importer, or other responsible party, and emergency phone number.
- Recommended use of the chemical (e.g., a brief description of what it actually does, such as flame retardant) and any restrictions on use (including recommendations given by the supplier).

Section 3: Composition/Information on Ingredients

This section identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. This section includes information on substances, mixtures, and all chemicals where a trade secret is claimed. The required information consists of:

Substances

- Chemical name.
- Common name and synonyms.
- Chemical Abstracts Service (CAS) number and other unique identifiers.
- Impurities and stabilizing additives, which are themselves classified and which contribute to the classification of the chemical.



Mixtures

- Same information required for substances.
- The chemical name and concentration (i.e., exact percentage) of all ingredients which are classified as health hazards and are:
 - Present above their cut-off/concentration limits or
 - Present a health risk below the cut-off/concentration limits.
- The concentration (exact percentages) of each ingredient must be specified except concentration ranges may be used in the following situations:
 - A trade secret claim is made,
 - There is batch-to-batch variation, or
 - The SDS is used for a group of substantially similar mixtures.

Chemicals where a trade secret is claimed

- A statement that the specific chemical identity and/or exact percentage (concentration) of composition has been withheld as a trade secret is required.

Section 4: First-Aid Measures

This section describes the initial care that should be given by untrained responders to an individual who has been exposed to the chemical. The required information consists of:

- Necessary first-aid instructions by relevant routes of exposure (inhalation, skin and eye contact, and ingestion).
- Description of the most important symptoms or effects, and any symptoms that are acute or delayed.
- Recommendations for immediate medical care and special treatment needed, when necessary.

Section 5: Fire-Fighting Measures

This section provides recommendations for fighting a fire caused by the chemical. The required information consists of:

- Recommendations of suitable extinguishing equipment, and information about extinguishing equipment that is not appropriate for a particular situation.
- Advice on specific hazards that develop from the chemical during the fire, such as any hazardous combustion products created when the chemical burns.
- Recommendations on special protective equipment or precautions for firefighters.

Section 6: Accidental Release Measures

This section provides recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard. The required information may consist of recommendations for:

- Use of personal precautions (such as removal of ignition sources or providing sufficient ventilation) and protective equipment to prevent the contamination of skin, eyes, and clothing.
- Emergency procedures, including instructions for evacuations, consulting experts when needed, and appropriate protective clothing.
- Methods and materials used for containment (e.g., covering the drains and capping procedures).



- Cleanup procedures (e.g., appropriate techniques for neutralization, decontamination, cleaning or vacuuming; adsorbent materials; and/or equipment required for containment/clean up).

Section 7: Handling and Storage

This section provides guidance on the safe handling practices and conditions for safe storage of chemicals. The required information consists of:

- Precautions for safe handling, including recommendations for handling incompatible chemicals, minimizing the release of the chemical into the environment, and providing advice on general hygiene practices (e.g., eating, drinking, and smoking in work areas is prohibited).
- Recommendations on the conditions for safe storage, including any incompatibilities. Provide advice on specific storage requirements (e.g., ventilation requirements).

Section 8: Exposure Controls/Personal Protection

This section indicates the exposure limits, engineering controls, and personal protective measures that can be used to minimize worker exposure. The required information consists of:

- OSHA Permissible Exposure Limits (PELs), American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs), and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the safety data sheet, where available.
- Appropriate engineering controls (e.g., use local exhaust ventilation, or use only in an enclosed system).
- Recommendations for personal protective measures to prevent illness or injury from exposure to chemicals, such as personal protective equipment (PPE) (e.g., appropriate types of eye, face, skin or respiratory protection needed based on hazards and potential exposure).
- Any special requirements for PPE, protective clothing or respirators (e.g., type of glove material, such as PVC or nitrile rubber gloves; and breakthrough time of the glove material).

Section 9: Physical and Chemical Properties

This section identifies physical and chemical properties associated with the substance or mixture. The minimum required information consists of:

- Appearance (physical state, color, etc.);
- Odor;
- Odor threshold;
- pH;
- Melting point/freezing point;
- Initial boiling point and boiling range;
- Flash point;
- Evaporation rate;
- Flammability (solid, gas);
- Upper/lower flammability or explosive limits;
- Vapor pressure;
- Vapor density;
- Relative density;
- Solubility(ies);
- Partition coefficient: n-octanol/water;
- Auto-ignition temperature;
- Decomposition temperature; and
- Viscosity.

The SDS may not contain every item on the above list because information may not be relevant or is not available. When this occurs, a notation to that effect must be made for that chemical property. Manufacturers may also add other relevant properties, such as the dust deflagration index (Kst) for combustible dust, used to evaluate a dust's explosive potential.



Section 10: Stability and Reactivity

This section describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into three parts: reactivity, chemical stability, and other. The required information consists of:

Reactivity

- Description of the specific test data for the chemical(s). This data can be for a class or family of the chemical if such data adequately represent the anticipated hazard of the chemical(s), where available.

Chemical stability

- Indication of whether the chemical is stable or unstable under normal ambient temperature and conditions while in storage and being handled.
- Description of any stabilizers that may be needed to maintain chemical stability.
- Indication of any safety issues that may arise should the product change in physical appearance.

Other

- Indication of the possibility of hazardous reactions, including a statement whether the chemical will react or polymerize, which could release excess pressure or heat, or create other hazardous conditions. Also, a description of the conditions under which hazardous reactions may occur.
- List of all conditions that should be avoided (e.g., static discharge, shock, vibrations, or environmental conditions that may lead to hazardous conditions).
- List of all classes of incompatible materials (e.g., classes of chemicals or specific substances) with which the chemical could react to produce a hazardous situation.
- List of any known or anticipated hazardous decomposition products that could be produced because of use, storage, or heating. (Hazardous combustion products should also be included in Section 5 (Fire-Fighting Measures) of the SDS.)

Section 11: Toxicological Information

This section identifies toxicological and health effects information or indicates that such data are not available. The required information consists of:

- Information on the likely routes of exposure (inhalation, ingestion, skin and eye contact). The SDS should indicate if the information is unknown.
- Description of the delayed, immediate, or chronic effects from short- and long-term exposure.
- The numerical measures of toxicity (e.g., acute toxicity estimates such as the LD50 (median lethal dose)) - the estimated amount [of a substance] expected to kill 50% of test animals in a single dose.
- Description of the symptoms. This description includes the symptoms associated with exposure to the chemical including symptoms from the lowest to the most severe exposure.
- Indication of whether the chemical is listed in the National Toxicology Program (NTP) Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions) or found to be a potential carcinogen by OSHA.

Section 12: Ecological Information (non-mandatory)



This section provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment.

The information may include:

- Data from toxicity tests performed on aquatic and/or terrestrial organisms, where available (e.g., acute or chronic aquatic toxicity data for fish, algae, crustaceans, and other plants; toxicity data on birds, bees, plants).
- Whether there is a potential for the chemical to persist and degrade in the environment either through biodegradation or other processes, such as oxidation or hydrolysis.
- Results of tests of bioaccumulation potential, making reference to the octanol-water partition coefficient (K_{ow}) and the bioconcentration factor (BCF), where available.
- The potential for a substance to move from the soil to the groundwater (indicate results from adsorption studies or leaching studies).
- Other adverse effects (e.g., environmental fate, ozone layer depletion potential, photochemical ozone creation potential, endocrine disrupting potential, and/or global warming potential).

Section 13: Disposal Considerations (non-mandatory)

This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS.

The information may include:

- Description of appropriate disposal containers to use.
- Recommendations of appropriate disposal methods to employ.
- Description of the physical and chemical properties that may affect disposal activities.
- Language discouraging sewage disposal.
- Any special precautions for landfills or incineration activities.

Section 14: Transport Information (non-mandatory)

This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea. The information may include:

- UN number (i.e., four-figure identification number of the substance)².
- UN proper shipping name².
- Transport hazard class(es)².
- Packing group number, if applicable, based on the degree of hazard².
- Environmental hazards (e.g., identify if it is a marine pollutant according to the International Maritime Dangerous Goods Code (IMDG Code)).
- Guidance on transport in bulk (according to Annex II of MARPOL 73/783 and the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (International Bulk Chemical Code (IBC Code))).
- Any special precautions which an employee should be aware of or needs to comply with, in connection with transport or conveyance either within or outside their premises (indicate when information is not available).

Section 15: Regulatory Information (non-mandatory)



This section identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS. The information may include:

- Any national and/or regional regulatory information of the chemical or mixtures (including any OSHA, Department of Transportation, Environmental Protection Agency, or Consumer Product Safety Commission regulations).

Section 16: Other Information

This section indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.

SDS Master List			
Hazardous Chemical	Where on Site	Date on Site	Date off Site

SDS RESPONSIBILITY



The Safety and Health Manager is responsible for acquiring and updating SDS. The Safety and Health Manager will contact the chemical manufacturer or vendor if additional research is necessary or if an SDS has not been supplied with an initial shipment. The form on page 13 will be used to request hazardous information.

LABELS AND OTHER FORMS OF WARNING

The Safety and Health Manager will ensure that all hazardous chemicals in the workplace are properly labeled and updated, as necessary. Labels should list at least the chemical's identity, appropriate hazard warnings, and the name, and address of the manufacturer, importer, or other responsible party. The Safety and Health Manager will refer to the corresponding SDS to assist each employee in verifying label information. Labels are required on portable containers.

NON-ROUTINE TASKS

When employees are required to perform hazardous, non-routine tasks (e.g., cleaning tanks, entering confined spaces, etc.), a special training session will be conducted to inform them of any hazards they may encounter, and the precautions to take to reduce and avoid exposure or danger.

TRAINING

Everyone who works with or is potentially exposed to hazardous chemicals will receive initial training on the Hazardous Communication Standard and the safe use of those hazardous chemicals by the Safety and Health Manager. Whenever a new chemical or hazard is introduced, additional training will be conducted to address the new hazard and protective measures to be taken.

The training plan will emphasize these components:

- Summary of the standard and this written program.
- Chemical and physical properties of hazardous materials (e.g., flash point, reactivity, etc.) and methods that can be used to detect the presence or release of chemicals (including chemicals in unlabeled pipes).
- Physical hazards of chemicals (e.g., potential for fire, explosion, etc.), health hazards, including signs and symptoms of exposure, associated with exposure to chemicals and any medical condition known to be aggravated by exposure to the chemical.

The training plan will emphasize these components (continued):

- Procedures to protect against hazards (e.g. personal protective equipment required, proper use and maintenance, work practices, methods to assure the proper use and handling techniques, and procedures for emergency response).
- Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
- Where SDS are located, how to read and interpret information on both labels and SDS and how employees may obtain additional hazard information.

CONTRACTOR EMPLOYEES

The Safety and Health Manager will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on Fire Protection Service Corporation and Subsidiaries premises,



the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used. In addition, these individuals will be notified of the location of all MSDS's. Each contractor that brings chemicals onto Fire Protection Service Corporation and Subsidiaries premises must provide Fire Protection Service Corporation and Subsidiaries with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

Identification of Workplace Hazards:

Periodic, scheduled inspections will occur as a routine part of Fire Protection Service Corporation and Subsidiaries business. The Safety and Health Manager will ensure these inspections occur. The Safety Inspection Checklist will be used for that purpose.

Employees who wish to remain anonymous may report unsafe conditions or hazards by submitting a Safety Suggestion Form (page 7) to the Safety and Health Manager, or their immediate supervisor, without identifying themselves.

Employees must report immediately any unsafe condition or unsafe practice. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition. Failure to report any obvious unsafe situation may result in disciplinary action, up to and including termination.

The Safety and Health Manager will ensure that Material Safety Data Sheets (MSDSs) are present, up to date, and accessible at the appropriate locations. In addition, the Safety and Health Manager will assure that employees are trained in the Hazard Communication Program before beginning work or changing job functions, and will continuously monitor the work site to assure employees follow safe work practices.

Safety Data Sheet Request Form

Company Name: Fire Protection Service Corporation



Date of Request: _____

Street Address: 4155 Harrison Blvd, Ste 200, Ogden, UT 84403

Phone: 877-885-0077 Fax: 877-446-9347

Requestor's Name: _____

Product Description:

Full Label Name: _____

Manufacturer: _____

Container Size: _____

Vendor (if known): _____

Address: _____

Phone: _____ Fax: _____

Other: _____



Disclaimer

Legal disclaimer to users of this employee handbook:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that Fire Protection Service Corporation is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

Employee Acknowledgement



Fire Protection Service Corporation is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community, you are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Fire Protection Service Corporation policies and procedures. Failure to comply with these policies may result in disciplinary actions. Respecting this, Fire Protection Service Corporation will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Fire Protection Service Corporation subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, and holds Fire Protection Service Corporation in higher regard with customers, and increases productivity. Therefore, Fire Protection Service Corporation employees will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Fire Protection Service Corporation is committed to allocating and providing all the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of Fire Protection Service Corporation will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor Fire Protection Service Corporation's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.



Everyone at Fire Protection Service Corporation must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of Fire Protection Service Corporation employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Employee Signature

Date



Accident Investigation Questions

HOW

How does the injured employee feel now?
How did the injury occur?
How could this accident have been prevented?

WHO

Who was injured?
Who saw the accident?
Who was working with the injured person?
Who had assigned the person to the work task?
Who had trained the person on the hazards and protective measures for this task?
Who else was involved?

WHAT

What were the causal factors of the accident?
What were the injuries?
What was the person doing when injured?
What had the person been instructed to do?
What tools was the person using?
What machinery was involved?
What training had been given?
What specific precautions were necessary?
What personal protective equipment should have been used?
What will be done to prevent a recurrence?
What safety rules were in place to prevent this type of accident?
What safety rules were being followed?
What were the environmental conditions (e.g., lighting, floor surface, etc.)?

WHEN

When did the accident occur?
When did the person start this task?
When was the person assigned to this department?
When had the supervisor last checked on the job progress?

WHY

Why was the person injured?
Why did the person do what he/she did?
Why wasn't protective equipment used?
Why weren't specific instructions issued?
Why didn't the person check with the supervisor when he/she noted things weren't as they should be?
Why did the person continue to work under these circumstances?

WHERE

Where did the accident occur?
Where was the person at the time of the accident?
Where was the supervisor at the time?
Where were the employees Co-workers at the time?



Employees Report of Injury Form

Critical Data		
Policy Num: 4113084	FEIN: 87-0225790	Claim #:
Business Name: Fire Protection Service Corporation its affiliated dbas and subsidiaries		
Branch Number:	Branch Address:	
Accident Date:	Accident Time:	
Injured Worker Name:		
Manager/Supervisor Injury Reported To:		
Manager's phone:		Date of Hire:

Injured Worker Data		
Date of Birth:	Social Security No:	
Home phone:	Home Address:	
City:	State:	Zip:
Marital Status:	Job Title:	Status:
Wage Rate: \$	Wage Rate Type:	
Days Worked per Week:	Hours Worked per Day:	Hours Worked per Week:

Accident		
Was the accident on the job site? Yes <input type="checkbox"/> No <input type="checkbox"/>	Was the accident en route to or from a job or service call? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Job Num:	Site Address:	
If en route location or major intersection of motor vehicle accident:		
How Did Injury Occur:		
Specific Activity Engaged In:		
Body Parts Injured:		
What Equipment Was Used:	Hours Worked per Week:	

Injury		
Time of Injury:	Time Work Date Began:	
Hours Worked:	Returned to Work: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date Returned to Work:
Witness Name:	Witness Phone or Address:	
What Safety Equipment Provided:	Safety Equipment Used? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Medical		
Treated by Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	Was 911 Called? Yes <input type="checkbox"/> No <input type="checkbox"/>	Walk-in Clinic? Yes <input type="checkbox"/> No <input type="checkbox"/>
Emergency Room? Yes <input type="checkbox"/> No <input type="checkbox"/>	Hospitalized? Yes <input type="checkbox"/> No <input type="checkbox"/>	Surgery? Yes <input type="checkbox"/> No <input type="checkbox"/>
Provider Name:	Provider Phone:	
Provider Address:		
Provider City, State, Zip:		

Date

Date

Signature of Injured Worker

Signature of Reporting Manager/Supervisor

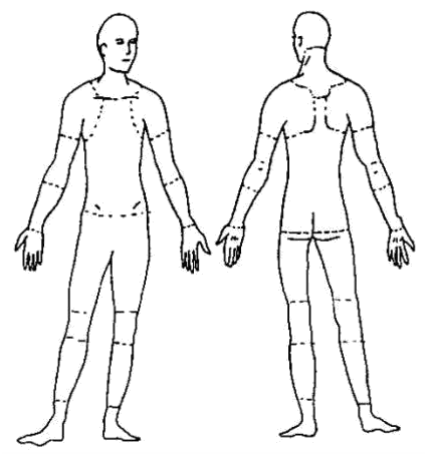


ACCIDENT INVESTIGATION FORM

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 or near miss 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 <input type="checkbox"/> Near Miss
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Final Report

Step 1: Injured employee (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 <hr/> Months doing this job: <hr/> (e.g.: nervous, respiratory, or circulatory systems)

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):

Number of attachments	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:

Step 3: Why did the incident happen?

- Unsafe workplace conditions: (Check all that apply)**
- Inadequate guard
 - Unguarded hazard
 - Safety device is defective
 - Tool or equipment defective
 - Workstation layout is hazardous
 - Unsafe lighting
 - Unsafe ventilation
 - Lack of needed personal protective equipment
 - Lack of appropriate equipment / tools
 - Unsafe clothing
 - No training or insufficient training
 - Other: _____

- Unsafe acts by people: (Check all that apply)**
- Operating without permission
 - Operating at unsafe speed
 - Servicing equipment that has power to it
 - Making a safety device inoperative
 - Using defective equipment
 - Using equipment in an unapproved way
 - Unsafe lifting by hand
 - Taking an unsafe position or posture
 - Distraction, teasing, horseplay
 - Failure to wear personal protective equipment
 - Failure to use the available equipment / tools
 - 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? Yes No
 If yes, describe:

Were the unsafe acts or conditions reported prior to the incident? Yes No

Have there been similar incidents or near misses prior to this one? Yes No

Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this injury/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: Department:	Title: Date:
----------------------------	-----------------

Names of investigation team members:



Job Hazard Analysis Worksheet

Job:

Analysis by:

Reviewed by:

Approved by:

Date:

Date:

Date:

Sequence of Tasks

Potential Accidents or Hazards

Preventative Measures

Required Training:

Required Personal Protective Equipment (PPE)

Other information



GENERAL SAFETY INSPECTION CHECKLIST

Site: _____ Date: _____ Inspected by: _____

	YES	NO	N/A	COMMENTS/ACTIONS
GENERAL				
1. Job safety and health poster, and communications and emergency numbers posted				
2. Records of recent inspections and safety meetings available				
3. Adequate provisions for first aid and/or medical attention				
HOUSEKEEPING & FACILITIES				
1. Are stairways, aisles and access ways kept clear				
2. Are trash containers provided and emptied on a regular basis				
3. Are materials stored properly				
4. Are spills cleaned up immediately				
5. Are walkways to the facility clear of ice and snow and illuminated				
6. Are the gutters/downspouts adequate to draw water/ice away from walkways				
7. Are open-sided edges longer than 4 feet protected by guardrails or covers				
PERSONAL PROTECTIVE EQUIPMENT				
1. Eye protection is being used and adequate				
2. Head protection is utilized as needed				
3. Respirators are used when needed and stored correctly at other times				
4. Gloves are being used when needed				
5. Proper clothing is being worn, including foot protection				
6. Hearing protection is available and used				
7. All PPE kept in sanitary and reliable condition				
HAZARD COMMUNICATON				
1. Does the facility have a written hazard communication program				
2. Does the facility have a complete list of SDSs available				
3. Are chemicals properly labeled				
4. Have employees received hazard communication training				
HAND & POWER TOOL S				
1. Are proper tools being used for the job				
2. Are tools being maintained in a safe condition				
3. Are mechanical guards in place				
4. Is proper training provided for users of the tool(s)				
ELECTRICAL				
1. Are electrical panels/circuits labeled and free of storage in front of panels				
2. Are electrical extension cords in good repair, grounded and not used as permanent wiring				
3. Are energized electrical parts protected from contact with other hazards				
4. Are outdoor receptacles GFCI protected and are receptacles within 6 feet of water GFCI protected				
MATERIAL HANDLING				
1. Have all chains and/or slings been inspected for defects and labeled or taken out of service if inadequate				
2. Have all forklifts been inspected before use				
FIRE PROTECTION				
1. Are flammable/combustible liquids stored in approved storage cabinets				
2. Have the facility sprinkler/ fire alarm systems been inspected within the past 12 months				
3. Do sprinklers have 18 inches of vertical clearance from stored materials				
4. Are building evacuation maps posted				
5. Are fire extinguishers and emergency lighting fixtures properly placed				
6. Is access to fire hydrants and extinguishers unobstructed				
7. Are doors/ passages unobstructed				



FIRE PROTECTION SERVICE CORPORATION