



SAFETY PROGRAM

September 2015



TABLE OF CONTENTS

Section	Page
1 OBJECTIVE	3
2 POLICY	3
3 APPLICABILITY	3
4 IMPLEMENTATION	3
5 REPORTING OF INJURIES.....	3
6 INJURY AND ILLNESS PREVENTION PROGRAM	4
7 TYPES OF HAZARDS.....	4
8 DRESS FOR SAFETY.....	5
8.1 Safe Office Attire	5
8.2 Personal Protective Equipment.....	5
9 SLIPS, TRIPS, AND FALLS.....	6
9.1 Preventing Slips, Trips and Falls	6
10 OFFICE LAYOUT AND LIGHTING	7
10.1 Office Layout	7
10.2 Office Lighting	7
11 HOUSEKEEPING	8
12 ERGONOMICS.....	8
13 MATERIAL HANDLING	9
13.1 Back Injury Prevention	9
13.2 Use Proper Lifting Techniques.....	10
14 OFFICE EQUIPMENT SAFEGUARDING	11
14.1 Electronic Office Equipment Hazards.....	11
15 ELECTRICAL SAFETY.....	12
15.1 Necessity for Electricity	12
15.2 Using Electricity Safely	13
16 HEAT GENERATING EQUIPMENT	13
16.1 Types of Heat Generating Equipment	13

16.2	Safe Practices for Heat Generating Equipment.....	13
17	CHEMICAL SAFETY.....	14
17.1	Hazard Communication.....	14
17.2	Safe Work Practices.....	14
18	REPORTING INJURIES.....	14
18.1	Employee Injuries.....	14
18.2	Visitor, Contractor.....	15
19	ZGLOBAL'S EMERGENCY ACTION PLAN	15
	ATTACHMENT A EMPLOYEE'S REPORT OF INJURY FORM	17
	ATTACHMENT B SAFETY EQUIPMENT CHECKLIST	18
	ATTACHMENT C SAFETY MEETING REPORT.....	19
	ATTACHMENT D EMPLOYEE ACKNOWLEDGMENT	20

1 OBJECTIVE

The Safety Policy of ZGlobal is designed to comply with the Standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the company. The authorization and responsibility for enforcement has been given primarily to the Business Operations Manager. The Human Resource Administrator will share in this responsibility as well.

2 POLICY

It is company policy that accident prevention be a prime concern of all employees. This includes the safety and well-being of our employees, subcontractors, and customers, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

3 APPLICABILITY

This Safety Policy applies to all employees of ZGlobal, regardless of position within the company. The Safety Rules contained herein apply to all subcontractors and anyone who is on a company project site.

Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards.

4 IMPLEMENTATION

This Safety Policy supports three fundamental means of maximum employee involvement:

- A. Management commitment to safety.
- B. Safety meetings at all jobsites, as needed.
- C. Effective job safety training for all employees.

5 REPORTING OF INJURIES

All employees will be held accountable for filling out a "Notice of Injury Form" immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) Employees must report the injury to their supervisor. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

- A. How they think they hurt themselves.
- B. What they were doing at the time.
- C. Who they were working with at the time.
- D. When and where it happened.
- E. Other pertinent information that will aid in the investigation of the incident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and may result in disciplinary action, in accordance with company policy.

6 INJURY AND ILLNESS PREVENTION PROGRAM

In accordance with California Labor Code and California Code of Regulations, Title 8, ZGlobal has developed and implemented a comprehensive Injury and Illness Prevention Program (IIPP) to adhere to the requirements set-forth, and to make every effort to maintain a healthy and safe work environment for employees, clients, contractors, and visitors. The ZGlobal IIPP is located in the reception area and on our intranet at <http://zglobal.biz/intranet/zglobal/>.

The program provides an overview of general safety, as well as office safety, rules and practices, and how these practices can be incorporated in your work environment. If you have any questions on the program, please feel free to contact your *Business Operations Manager, Office Administrator or HR Administrator*.

7 TYPES OF HAZARDS

The following are examples of typical hazards you may encounter in the workplace:

- **Chemicals** are used in every aspect for a workplace. Chemicals that a trade worker might use can be different than chemicals an office worker uses. However, if you are not trained on proper usage, storage and safety procedures for chemicals, then you are putting yourself in danger;
- **Electrical cords** can pose a hazard if they are damaged or frayed. This hazard can be reduced by inspecting electrical cords and removing damaged cords at once;
- **Ergonomic issues** can exist at workstations if proper adjusting has not been completed. Items like your chair, keyboard, mouse, monitor, etc. can potentially cause harm if the task is not fitted to the user. Additional information and assistance can be provided by your Office Administrator.
- **Fire and explosion hazards** can exist at any location with storage of large amount of combustibles, flammable solids or liquids and explosive material;
- **Furniture** and the layout of the furniture can pose a hazard if not properly placed or arranged in your office. Problems that furniture can cause are blocked or difficult means of exit, and tripping hazards;
- **Hand powered tools and equipment** can pose many hazards if not used properly. Always use the correct tool for the task intended. These types of tools can cause

- pinch hazards, lacerations, punctures, and contusions if not used correctly;
- **Heat-generating sources** can be a fire hazard if they are not properly maintained. Never store combustible or flammable material near heat generating equipment;
- **Housekeeping** is the number one accident prevention action and is everyone's responsibility in the workplace. Keeping the floors clear from tripping hazards, cleaning the break room or lunch area, not overfilling your waste basket, and reporting broken or damaged equipment are all components of good housekeeping;
- **Motor vehicle accidents** not only happen on street and highways, but also in parking areas. This hazard can be reduced by constantly being aware of your surroundings, observing the posted or required speed limits, and always wearing your seat belt.
- **Office equipment** (copiers, paper cutters, shredders) can pose a real hazard if you are not trained on how to maintain the equipment. Examples of hazards that office equipment can pose are hot surfaces, sharp parts, and pinch points (areas where body parts can become caught);
- **Slips, trips, falls** are one of the leading causes of injuries in the workplace. The probability of them occurring can be reduced by practicing good housekeeping. If you see something on the floor that can cause a person to slip, trip and fall, pick it up. If the hazard on the floor is a substance that you need help with, block off the area to keep people from entering and contact your supervisor;
- **Workplace violence** can take place at any time. This violence can be physical or verbal and can be of different extremes. Refer any perceived violence to your supervisor or human resources.

8 DRESS FOR SAFETY

8.1 Safe Office Attire

- Wear comfortable clothing that best fits the job task and working environment unless doing so would increase the potential for injury (i.e. necktie or loose sleeves around rotating parts);
- If visiting project job sites, avoid open-toed shoes and sandals.
- Wear comfortable footwear with a good sole to reduce leg and back strain, and to help prevent slips and falls.

8.2 Personal Protective Equipment

Personal Protective Equipment is one of the most effective means of protecting yourself from hazards that are directly related to the task being completed.

- **Eye Protection** – protects your eyes from flying particles. Types of eye protection include safety glasses, goggles and personal spectacles with safety rated lenses and side shields. All eye protection must meet the requirements of American National Standards Institute;
- **Face Shields** – complete facial protection from flying particles or chemical splash hazard. All face shields must meet the requirements of American National

Standards Institute;

- **Foot Protection** – safety-toe footwear should be worn in any work environment where the feet can be exposed to being crushed by heavy objects. All safety-toe footwear must meet the requirements of American National Standards Institute.
- **Hand Protection** – hand protection comes in many different forms, sizes, materials, and in many cases, intended for a specific type of job. Make sure that when choosing gloves that you select the correct size and type for the job intended. Gloves are designed for use in different environments such as chemical, biological, temperature extremes, metal, wood, etc.;
- **Hard Hats** – head protection is extremely important when working with objects of any size over head or where contact can be made with low hanging objects. All head protection must meet the requirements of American National Standards Institute;
- **Hearing Protection** – the choice of hearing protection depends on a number of factors including level of noise, comfort, and the suitability of the hearing protection for both the worker and the environment. Most importantly, the hearing protection should provide the desired noise reduction. Types of hearing protection include expandable foam plugs, pre-molded, reusable plugs, canal caps, earmuffs and other devices.

9 SLIPS, TRIPS, AND FALLS

9.1 Preventing Slips, Trips and Falls

Slips, trips, and falls are the leading injury causing events in any workplace. It is also one of the most avoidable injuries in a workplace. Simple steps, like good housekeeping and being aware of your surroundings, can help reduce your chances of becoming injured by a slip, trip, or fall.

- Level surfaces can cause tripping hazards if you are not aware of your surroundings. Even though the surface is level, other objects such as curbs, planters, speed bumps and other protrusions can still be present;
- Elevated surfaces - standing on chairs, working on a ladder, falling up or down stairs are examples of elevated surfaces that can cause an injury;
- Parking lots with curbs, parking wheel stops, oil patches, and loose gravel or asphalt can all cause tripping and slip hazards in a parking lot;
- Transition surfaces, such as street to curb or smooth surface to rough surface like rocks, gravel and sand;
- Electrical cords, furniture, chairs, boxes and other miscellaneous items can create tripping hazards in aisles;
- Walk with caution on wet surfaces as they may have become increasingly slippery when they are wet with any type of substance;
- Use the handrail when provided to help maintain balance while both ascending and descending stairs. Also use handrails while carrying items in your other hand;
- Report unsafe conditions to your supervisor or office administrator as soon as they are noticed. Don't assume that just because you saw it and did not get hurt, that

- someone else will have the same luck;
- Hold on to something solid when attempting to sit or while you stand from a sitting position;
- Use approved step stools and ladders in the workplace. If the ladder seems damaged or does not fit the task at hand, don't attempt to do the task until you have located a different ladder. Report all unsafe ladders to your supervisor;
- Wear the most appropriate shoes for your work environment;
- Wipe up spills as soon as they are noticed. If you are required to leave the area to get supplies or call for additional help, attempt to block off the area to prevent others from entering the area;
- Always walk, don't run. Awareness is the key to preventing injuries.

10 OFFICE LAYOUT AND LIGHTING

10.1 Office Layout

- Emergency exits and passageways must be kept clear and free of any obstructions at all times;
- Furniture and equipment should be arranged, so:
 - Chairs and equipment are not stored in walkways;
 - File and desk drawers are not left open in the walkways, and;
 - No obstructions are created that block the view around corners or partitions.

10.2 Office Lighting

Lighting is one of the most important factors affecting personal comfort on the job. The best lighting system is one in which the lighting level is geared to the task, where brightness ratios are controlled (no intensely bright or dark areas) and where ceiling, wall, and floor surfaces minimize glare. Glare is defined as a harsh, uncomfortable bright light that shines directly in the eyes. Glare may be either direct, coming from lights or sunshine, or indirect, coming from a reflected surface.

Different tasks require different levels of lighting. Areas, in which intricate work is performed, for example, require brighter illumination than other areas. Lighting needs vary from time to time and person to person as well. One approach is to use adjustable task lighting that can provide the needed illumination without increasing general lighting.

There are a number of measures that can be used to prevent and control poor lighting conditions in the work environment:

- Regular maintenance of the lighting system should be carried out to clean or replace old bulbs and faulty lamp circuits;
- A light-colored matte finish on walls, ceilings, and floors to reduce glare;
- Whenever possible, office workers should not face windows, unshielded lamps, or other sources of glare;

- Adjustable shades should be used if workers face a window;
- Diffused light will help reduce shadows. Indirect lighting and task lighting are recommended, especially when work spaces are separated by dividers;
- Task lamps are very effective in supplementing general office lighting for those who require or prefer additional lighting. Some task lamps permit several light levels.

11 HOUSEKEEPING

All areas of employment including outside areas should be kept as clean as the nature of the work allows but must be kept free and clear of debris, trash, scrap, spills or other extraneous materials which could create a health hazard or cause an accident. Proper layout, spacing and arrangement of equipment, facilities, and machinery are essential to good housekeeping, allowing orderly operation and avoiding congestion. Some examples of good housekeeping include, but are not limited to:

- Every floor, work area, and passageway should be kept clear of obstructions that protrude into the walkway or have the potential to result in unsure footing, such as loose parts, boxes, packing material, or tools;
- Keep stairwells clear at all times. Do not store boxes, files, or other debris in the stairwells or landings;
- Pick up dropped pencils, paper clips, and rubber bands that can cause you or a co-worker to slip;
- Contact your facilities manager if you see common areas that are cluttered with rubbish;
- Wipe up spills immediately. If a spill is too large to clean up quickly, contact your supervisor;
- Report uneven, defective flooring, worn spots in carpets, chipped tiles, and worn stair treads your supervisor.
- In areas where wet or damp conditions are likely to routinely exist, appropriate drainage should be maintained. Grating, mats, raised platforms, or anti-slip strips should be evaluated and considered for control or prevention of slippery conditions;
- Avoid overfilling wastebaskets and dumpsters;
- Avoid dust accumulations;
- Maintain clean and organized conditions of office equipment, storage, and work areas.

12 ERGONOMICS

Ergonomics is defined as fitting the workstation or task to the worker by modifying or redesigning the job, workstation, tool or environment. Workstation design can have a big impact on employee's health and well-being. There are a multitude of discomforts which can result from ergonomically incorrect computer workstation setups. The most common complaints relate to the neck, shoulders, and back. Others concern the arms and hands and occasionally the eyes. For example, poor chairs and/or bad postures can cause lower back strain; or a chair that is too high can cause circulation loss in legs and feet.

Certain common characteristics of Video Display Terminals (VDT) have been identified and associated with increased risk of musculoskeletal problems. VDT considerations should include:

- Design of the workstation;
- Nature of the task;
- Repetitiveness of the job;
- Degree of postural constraint;
- Work pace;
- Work/rest schedules;
- Personal attributes of individual workers.

The key to comfort is in maintaining the body in a relaxed, neutral position. The ideal work position is to have the arms hanging relaxed from the shoulders. If a keyboard is used, arms should be bent at right angles at the elbow, with the hands held in a straight line with forearms and elbows close to the body. The head should be in lined with the body and slightly forward.

13 MATERIAL HANDLING

13.1 Back Injury Prevention

Proper lifting techniques are critical to back safety, but perhaps more important is proper planning. Before you lift that box, or tool, or piece of equipment, take a moment to consider your action:

- Do you need to lift the item manually?
- How heavy is it?
- Where are you moving the item from?
- Where are you moving it to?
- What route do you have to follow?

Many times the item you are moving could be moved with a piece of equipment - a dolly, a hand truck, or a forklift. Consider using mechanical help wherever possible. If the item needs to be moved manually, and it is heavy and/or awkward, ask for help. When using mechanical help, remember to push, do not pull. When moving an item from a hard-to-reach place, be sure to position yourself as close to the load as possible. Slide it out to get it closer, and be sure that you have adequate room for your hands and arms. Be aware of adjacent obstructions, on either side, above and below the load. Think about where the item will be placed once you've lifted it – remember plan ahead.

Try to allow yourself as much room as possible to set the load down. You can always shift it a little later. Check your path from start to finish - remove tripping hazards, protect openings, and get help if you need to get heavy materials up a ladder. Make sure that the lighting is sufficient to see where you are going. Stabilize uneven or loose ground, or choose

an alternate route. The shortest route isn't always the fastest, or the safest.

Most back injuries are avoidable if employees make the correct lifting choices. Moderation and balance are important considerations in care and maintenance of your back. By correcting proportions of strength, flexibility, and overall quality of life you can eliminate or minimize back injuries. You need to exercise, eat right, and stretch as often as possible to help prevent injuries, and to recover more quickly if you do get injured.

Remember that most back injuries can be attributed to one of these five causes:

- Posture;
- Body mechanics/work habits;
- Stressful living;
- Loss of flexibility;
- Poor conditioning.

13.2 Use Proper Lifting Techniques

Also consider that not all back injuries are a result of sudden trauma - most are cumulative in nature, where a repeated minor injury has flared up, or continued use of a heavy tool in the same position has caused pain, or a great deal of time is spent in the same position. Familiarize yourself with, and practice these techniques when lifting items on the job and at home:

- Plan your lift;
- Stand with your feet apart, alongside the object to be lifted;
- Squat down, getting as close to the load as possible;
- Get a good grip on the object;
- Lift with your legs, not your back;
- Keep the object close to your body;
- Center the weight over your feet;
- Avoid twisting.



14 OFFICE EQUIPMENT SAFEGUARDING

14.1 Electronic Office Equipment Hazards

- **Unsafe/Non-Approved Equipment**
All poorly maintained or unsafe, poor quality, non-rated coffee makers, radios, lamps, space heaters, etc. (often brought in or provided by employees) should not be used in the office. Such appliances can develop electrical shorts creating fire and/or shock hazards. Equipment and cords should be inspected regularly, and a qualified individual should make repairs.
- **Live Parts Unguarded**
Wall receptacles should be designed and installed so that no current-carrying parts will be exposed. All receptacle cover plates should be kept tight to eliminate the possibility of shock. All broken and/or cracked cover plates, as well as any unsafe electrical conditions should be reported to Facilities Management and Services immediately.
- **Working on "Live Equipment"**
Disconnect electrical equipment before cleaning, adjusting, or applying flammable solutions. If a guard is removed to clean or repair parts, replace it before testing the equipment and returning the equipment to service.
- **Blocking Electrical Panel Doors**
If an electrical malfunction should occur, the panel door, and anything else in front of the door will become very hot. Electrical panel doors should always be kept closed, to prevent "electrical flashover" in the event of an electrical malfunction and nothing can be stored within 30" of the panels.

- Recommendations
Based on these hazards it is important that all staff understand how to properly operate electronic office equipment. Reading and following operation instructions is essential, but so is communicating restrictions. In particular, all staff must understand the appropriate response when a piece of equipment malfunctions. For instance, a paper jams in a photocopier. Reaching into a copier to retrieve a piece of jammed paper can result in burns or even electrocution. Certain materials such as plastic transparency sheets should not be used in some copiers. At the end of the day, be sure to power down all electrical equipment.

The names/phone numbers of repair or service providers is posted prominently near the copier, fax or other equipment. When in doubt, contact the vendor or repair professional for assistance.

15 ELECTRICAL SAFETY

15.1 Necessity for Electricity

Electricity is essential to the operations of a modern automated office as a source of power. Electrical equipment used in an office is potentially hazardous and can cause serious shock and burn injuries if improperly used or maintained.

Nature of the Hazard

- Electricity travels through electrical conductors, which may be in the form of wires or parts of the human body;
- Most metals and moist skin offer very little resistance to the flow of electrical current and can easily conduct electricity;
- Other substances such as dry wood, porcelain, or pottery offer a high resistance and can be used to prevent the flow of electrical current;
- If a part of the body comes in contact with the electrical circuit, a shock will occur;
- The electrical current will enter the body at one point and leave at another.
- The passage of electricity through the body can cause great pain, burns, destruction of tissue, nerves, and muscles and even death;
- Factors influencing the effects of electrical shock include the type of current, voltage, resistance, amperage, pathway through body, and the duration of contact. The longer the current flows through the body, the more serious the
- injury;
- Injuries are less severe when the current does not pass through or near nerve centers and vital organs;
- Electrical accidents usually occur as a result of faulty or defective equipment, unsafe installation, or misuse of equipment on the part of office workers.

15.2 Using Electricity Safely

- Turn off all electrical equipment when not in use;
- Cords must be properly equipped with grounding prongs;
- Electrical cords should be visually inspected on a periodic basis to identify frayed and worn cords;
- Keep all electrical cords out of walkways and passageways;
- Extension cords are not permitted on campus for continuous use;
- Use approved surge protectors. Never plug extension cords into surge protectors or “daisy chain” surge protectors (surge protectors plugged into each other);
- Don’t overload or split outlets and surge protectors;
- Combustible material, such as paper, should not be stored on or in close proximity to electrical outlets and connections;
- Nothing should be stored within 30" of electrical panels.

16 HEAT GENERATING EQUIPMENT

Heat generating equipment, like electrical equipment, can be very safe if used and maintained correctly. However, improper care, storage, or placement of any type of equipment that generates heat can cause a fire, bodily injury, or even death.

16.1 Types of Heat Generating Equipment

- Coffee pot
- Cooling fans
- Glue gun
- Heaters
- Irons
- Microwave
- Mug warmer
- Toaster oven
- Other electrical equipment

16.2 Safe Practices for Heat Generating Equipment

- Nothing can be stored within 30" of electrical panels;
- Use only Underwriters Laboratory listed equipment;
- Insure that grounding prongs are attached;
- Plug into outlet directly;
- Only use heaters equipped with tip-over protection;
- Turn-off all items when not in use;
- Do not leave equipment unattended.

17 CHEMICAL SAFETY

17.1 Hazard Communication

The purpose of the Hazard Communication Standard is to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is understood by the employees. This is communicated by hazard communication programs including labeling and other forms of warning, Material Safety Data Sheets (MSDS's) and employee training.

- Every employee working with or around hazardous materials has the *right* and the *responsibility* to be aware of the hazards in their workplace.
- Every employee working with or around hazardous materials has the *right* and the *responsibility* to use proper safety procedures when working with hazardous materials used or produced in their workplace.

17.2 Safe Work Practices

- Employees should always follow the written procedures provided by the manufacturer;
- Containers must be properly labeled;
- Employers are required to provide appropriate personal protective equipment (PPE) and employees are required to use the appropriate PPE;
- Chemicals/materials should be used as directed by manufacturer's and supervisor's directions;
- Storage of all hazardous materials must comply with the regulations specified for material categories;
- Review the MSDS prior to use;
- Those who work with potentially hazardous chemicals or substances are required to participate in Hazard Communication training annually and receive job specific training from their supervisor. Contact your supervisor or for additional information.

Contact the City of Folsom or El Centro for disposal of hazardous materials.

18 REPORTING INJURIES

18.1 Employee Injuries

- It is the employee's responsibility to report an injury to your supervisor immediately. Any delay in reporting an injury may cause delay in workers' compensation benefits. An injury report form is attached to this document that you may fill out and turn in to your supervisor.
- Employers must immediately report to Cal/OSHA any work-related death or serious injury or illness. We encourage employers to do so by telephone, 24 hours a day, 7 days a week. You can find the number for your local office at:

<http://www.dir.ca.gov/dosh/report-accident-or-injury.html>.

When making a report, whether by telephone or mail, the reporting party shall include the following information, if available:

1. Time and date of accident.
2. Employer's name, address and telephone number.
3. Name and job title, or badge number of person reporting the accident.
4. Address of site of accident or event.
5. Name of person to contact at site of accident.
6. Name and address of injured employee(s).
7. Nature of injury.
8. Location where injured employee(s) was (were) moved to.
9. List and identity of other law enforcement agencies present at the site of accident.
10. Description of accident and whether the accident scene has been altered.

18.2 Visitor, Contractor

- Any person who becomes aware of an unsafe condition that results in an injury to a visitor, or contractor should contact our Human Resources Administrator.

19 ZGLOBAL'S EMERGENCY ACTION PLAN

Company Name:

ZGlobal Inc.

Address: 604 Sutter Street, Suite 250, Folsom, CA 95630

Company Contact:

Name: Shawna Barva

Title: HR & Operations Manager

Telephone/Cell: 916-985-9461

Email: shawna@zglobal.biz

Alerts:

In the event of an emergency, employees are alerted by the sounding of an alarm or verbal communication.

Policy:

In the event of fire or other emergency, ALL employees shall evacuate immediately.

Routes:

In the event of an emergency, employees shall evacuate by means of the *nearest* available marked exit.

Extinguishers:

Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.

Operations:

Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

Duties:

No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

Assembly:

After an emergency evacuation, employees are to gather in the outside parking lot of behind the building.

Accounting:

After an emergency evacuation, a headcount will be taken by management to account for all employees.

ATTACHMENT A EMPLOYEE'S REPORT OF INJURY FORM

Instructions: Employees shall use this form to report all work related injuries, illnesses, or “near miss” events (which could have caused an injury or illness) – *no matter how minor*. This helps us 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.

I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Your Name:	
Job Title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near miss:	Time of injury/near miss:
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. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
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:
Date:	Time:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Supervisor:
Your signature:	Date:

ATTACHMENT B SAFETY EQUIPMENT CHECKLIST

The following is a list of safety equipment that should be on the job, if required, or available. Equipment should be checked at intervals in accordance with the applicable OSHA Safety Standards by the Superintendent to ensure that all required equipment is present and in good condition.

- _____ Safety goggles, shields, and glasses.
- _____ Hearing protection.
- _____ Respirators.
- _____ Hard hats.
- _____ Fire extinguishers (properly charged).
- _____ First aid kit (check list inside kit).
- _____ Stretcher or stroke litter (tool room).
- _____ Welding masks and goggles.
- _____ Storage racks for compressed gases.
- _____ Guards on all power tools.
- _____ Trash barrels.
- _____ OSHA forms posted.
- _____ Company "Safety Policy" packet posted.
- _____ Company "Injury and Illness Prevention Program" packet posted.
- _____ Emergency vehicle (vehicle designated to carry injured to hospital).

ATTACHMENT D EMPLOYEE ACKNOWLEDGMENT

I state that I have read and received a copy of the_ZGlobal Safety Program.

I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of employment. If I violate the safety rules or fail to report an injury to my supervisor immediately, I understand that I am subject to disciplinary action, in accordance with company policy.

EMPLOYEE SIGNATURE

DATE

MANAGEMENT SIGNATURE

DATE

cc: Supervisor