



HEALTH AND SAFETY PROGRAM MANUAL

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Management, employees, and contractors of IKIO LED Lighting, hereafter referred to as “The Company”, must have a common objective to be successful. Our objective is the healthy, safe, environmentally sound, and productive operation of all activities. We have an obligation to preserve the human, physical, and financial resources of our company. In satisfying this obligation, worker safety and health will always be our #1 priority. As such, this basic policy must be considered in every phase of our business including acquisition, job planning, job setup, and performance. Accordingly, our principal objectives are to:

- Provide a work environment that is free of unmitigated recognized hazards
- Comply with all laws that regulate worker safety, health, and our environment
- Recognize the priority of safety and health factors over purely economic considerations
- Hold each worker accountable for the safe execution of all jobs assigned and full compliance with all environmental, safety, and health related procedures and training
- Train our workers in safe and proper job procedures and required compliance with established procedures, policies, and practices
- Provide comprehensive New Employee Safety Training to all new hires
- Hire only those persons who demonstrate the capacity to comprehend and execute all jobs in a safe and healthful manner consistent with the policies and procedures of the company and the training and job instruction provided

- Promote worker health and safety both on and off the job
- Maintain leadership in safety and accident/incident prevention by continuously improving safety performance and work methods and procedures

First-line supervision has the greatest impact and thus the greatest opportunity to influence and promote safe work practices among our work force in the field. The prevention of accidents/incidents requires everyone's concerted effort and daily attention. Everyone has equal authority and responsibility to take appropriate action to correct unsafe acts/or conditions.

A properly planned and executed job will eliminate the chance for losses and return benefits that satisfy needs in each of these areas:

- Health, Safety, & Environment
- Cost
- Quality
- Morale
- Production
- Customer Satisfaction

All workers will contribute to the company environmental, health, and safety program by following all policies

and procedures, bringing unsafe conditions/acts to the attention of management, and recommending actions to improve the effectiveness of the program. Supervisors shall insist that workers observe and follow every rule and regulation necessary for the safe conduct of work and shall take such action necessary to obtain compliance.

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PURPOSE

This Bloodborne Pathogen Exposure Control Plan has been established to ensure a safe and healthful working environment and act as a performance standard for all workers. This program applies to all occupational exposure to blood or other potentially infectious materials pertaining to the service provided by IKIO LED Lighting.

SCOPE

This program addresses all occupational exposure to blood or other potentially infectious materials. Certain Regulatory Agencies and Client Sites requires that all employers that can “reasonably anticipate exposure” of workers to infectious material to prepare and implement a written exposure control plan.

RESPONSIBILITIES

Managers and Supervisors will have an overall responsibility for developing and implementing exposure control procedures for all facilities.

Workers will know what tasks they perform that have an occupational exposure, plan, and conduct all operations in accordance with The Company work practices, and develop good personal hygiene habits.

PROCEDURES

All workers will have access to a copy of the exposure control plan. Access to a copy of the exposure control plan shall be provided in a reasonable time, place, and manner. The procedure is reviewed annually and updated whenever there are establish new functional positions within our facility that may involve exposure to biohazards.

Exposure Determination

- There are no job classifications in which some or all workers have occupational exposure to bloodborne pathogens that may result from the performance of their routine duties
- Designated workers are trained to render first aid and basic life support. Rendering first aid or basic life support will expose workers to bloodborne pathogens and will require them to adhere to this program
- In addition, no medical sharps or similar equipment is provided to, or used by, workers rendering first aid or basic life support
- This exposure determination has been made without regards to the Personal Protective Equipment (PPE) that may be used by workers
- A listing of all first aid and basic life support trained

workers in this work group shall be maintained at each work site and at each first aid kit

Methods of Compliance

Universal Precautions

When differential between body fluids is difficult or impossible, all body fluids will be considered potentially infectious.

Engineering Controls

Engineering and work practice controls shall be used to eliminate or minimize worker exposure in accordance with local jurisdiction. Engineering controls should be examined and maintained or replaced on a regular schedule to ensure their effectiveness. Hand washing facilities shall be readily available at all work locations. If provision of hand washing facilities is not feasible, then an appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes shall be provided by The Company.

Containers for contaminated reusable sharps that our clients provide have the following characteristics: Puncture-resistant; color-coded, or labeled with a biohazard warning label; leak-proof on the sides and bottom.

Secondary containers which are: leak-proof, color-coded or labeled with a biohazard warning label; puncture-resistant, if necessary.

Work Practice Controls

- Workers shall wash their hands immediately, or as soon as feasible, after removal of potentially contaminated gloves or other PPE
- Following any contact of body areas with blood or any other infectious materials, workers wash their hands and any other exposed skin with soap and water as soon as possible
- Hand washing facilities shall be available. If hand washing facilities are not feasible The Company will provide either an appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes
- Contaminated needles and other contaminated sharps should not be handled if you are not
- AUTHORIZED or TRAINED to do so. Contaminated needles and other contaminated sharps are not bent or recapped
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in

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work areas where there is potential for exposure to biohazardous materials

- Food and drink are not kept in refrigerators, freezers, on countertops or in other storage areas where potentially infectious materials are present
- All equipment or environmental surfaces shall be cleaned and decontaminated after contact with blood or other infectious materials
- Specimens of blood or other potentially infectious materials must be put in leak proof bags for handling, storage, and transport
- If outside contamination of a primary specimen container occurs, that container is placed within a second leak proof container, appropriately labeled, –for handling and storage
- Bloodborne pathogens kits are located on top of first aid kits and are to be used in emergency situations by the caregiver. Once the seal is broken on the kit and any portion has been used it is not to be reused. Pathogen kits shall be ordered and replaced promptly. Biohazard bags are identified by stickers and located in the first aid area. Contaminated supplies are to be disposed at once

Personal Protective Equipment

When the possibility of occupational exposure is present, PPE is to be provided at no cost to the workers such as gloves, gowns, etc. PPE shall be used unless workers temporarily declined to use under rare circumstances. PPE shall be repaired and replaced as needed to maintain its effectiveness. All PPE shall be of the proper size and readily accessible.

Our workers adhere to the following practices when using their personal protective equipment:

- Any garments penetrated by blood or other infectious materials are removed immediately
- All potentially contaminated personal protective equipment is removed prior to leaving a work area
- Gloves are worn whenever workers anticipate hand contact with potentially infectious materials or when handling or touching contaminated items or surfaces
- Disposable gloves are replaced as soon as practical after contamination or if they are torn, punctured or otherwise lose their ability to function as an “exposure barrier”
- Masks and eye protection (such as goggles, face shields, etc.) are used whenever splashes or sprays may generate droplets of infectious materials
- Any PPE exposed to bloodborne pathogens shall be disposed of properly

- PPE shall be used unless workers temporarily declined to use PPE under rare circumstances
- PPE should be cleaned, laundered & properly disposed of if contaminated
- The Company will repair and replace PPE as needed to maintain its effectiveness

Housekeeping

Our staff employs the following practices:

- All equipment and surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials
- Protective coverings (such as plastic trash bags or wrap, aluminum foil or absorbent paper) are removed and replaced
- All trash containers, pails, bins, and other receptacles intended for use routinely are inspected, cleaned, and decontaminated as soon as possible if visibly contaminated
- Potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, tongs, forceps, etc.)
- Regulated waste must be discarded in proper containers, closed, and disposed of in accordance with applicable federal and state regulations.

Regulated waste includes:

- Liquid or semi-liquid blood or other potentially infectious material (OPIM)
- Contaminated items that would release blood or OPIM in a liquid or semi-liquid state if compressed
- Items that are caked with dried blood or OPIM and can release these materials during handling
- Contaminated sharps
- Pathological and microbiological wastes containing blood or OPIM

Post-Exposure and Follow Up

If there is an incident where exposure to bloodborne pathogens occurred, we immediately focus our efforts on investigating the circumstances surrounding the exposure incident and making sure that our workers receive medical consultation and immediate treatment. The Company Safety Manager/Supervisor investigates every reported exposure incident and a written summary of the incident, and its causes is prepared, and corrective actions are taken to avoid similar incidents in the future. We provide an exposed worker with the following confidential information:

- Documentation regarding the routes of exposure

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and circumstances under which the exposure incident occurred

- Identification of the source individual (unless no feasible or prohibited by law)

Once these procedures have been completed, an appointment is arranged for the exposed worker with a qualified healthcare professional to discuss the worker's medical status. This includes an evaluation of any reported illnesses, as well as any recommended treatment.

We will forward the following information to the Health Care Professional:

- Description of the incident
- Other pertinent information

After the consultation, the health care professional provides our facility with a written opinion evaluating the exposed worker's situation. We, in turn, furnish a copy of this opinion to the exposed worker. The written opinion will contain only the following information:

- Whether Hepatitis B Vaccination is indicated for the worker
- Whether the worker has received the Hepatitis B Vaccination
- Confirmation that the worker has been informed of the results of the evaluation
- Confirmation that the worker has been told about any medical conditions resulting from the exposure incident which require further evaluation or treatment
- All other findings or diagnoses will remain confidential and will not be included in the written report

Accurate medical records for each worker with occupational exposure must be maintained for at least the duration of employment plus 30 years and shall include at least the following:

- Worker's name, Social Security number and worker identification number
- Worker's Hepatitis B vaccination status, including vaccination dates
- All results from examinations, medical testing, and follow-up procedures, including all health care professional's written opinions
- Information provided to the health care professional
- Any Hepatitis B Vaccine Declinations

Training records shall be maintained for 3 years from the date on which the training occurred and shall include at least the following:

- Outline of training program contents
- Name of person conducting the training

- Names and job titles of all persons attending the training
- Date of training

Information provided to our workers includes:

- The Biohazards Standard itself
- The epidemiology and symptoms of bloodborne diseases
- The modes of transmission of bloodborne pathogens
- Our facility's Exposure Control Procedure (and where workers can obtain a copy)
- Appropriate methods for recognizing tasks and other activities that may involve exposure
- A review of the use and limitations of methods that will prevent or reduce exposure
- Selection and use of personal protective equipment
- Visual warnings of biohazards within our facility including labels, signs, and "color-coded" containers
- Information on the Hepatitis B Vaccine
- Actions to take and persons to contact in an emergency involving potentially infectious material
- The procedure to follow if an exposure incident occurs, including incident reporting
- Information on the post-exposure evaluation and follow-up, including medical consultation

Training

The Company shall ensure that all workers with occupational exposure participate in a training program in accordance with local jurisdiction. Training is conducted for all workers with occupational exposure before initial assignment and within 1 year of previous training.

Training shall include:

- What bloodborne pathogens are; how to protect themselves from exposure
- Methods of warnings (signs, labels, etc.)
- The requirements of bloodborne pathogens
- The Hepatitis B vaccine and vaccine series will be made available to all workers who have an occupational exposure. It must be made available within 10 working days of the initial assignment if there is an occupational exposure. If workers decline the vaccination, they must sign a statement of declination. (See attachment 1)
- The Hepatitis B vaccine shall be made available to all workers that have occupational exposure at no cost to the worker(s)



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Attachment 1

Vaccination Declination Form

Date:

Worker Name:

I understand that due to my occupational exposure to blood or other potential infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline the Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Worker Signature:

Date:

Facility Representative Signature:

Date:

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PURPOSE & SCOPE

IKIO LED Lighting’s progressive discipline policy and procedures are designed to provide a structured, corrective action process. It has been designed consistent with The Company’s organizational values, Human Resource (HR) best practices and employment laws.

Outlined below are the steps of The Company’s progressive discipline policy and procedure. The Company reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, training, the worker’s work record, and the impact the conduct and performance issues have on the organization.

PROCEDURES

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with a worker to bring attention to the existing performance, conduct, or attendance issue. The supervisor should discuss with the worker the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the worker must take to improve performance or resolve the problem.

The supervisor will prepare written documentation of a Step 1 meeting. The worker will be asked to sign this document to demonstrate their understanding of the issues and the corrective action.

Step 2: Written warning

Although The Company hopes that the worker will promptly correct any performance, conduct, or attendance issues that were identified in Step 1, The Company recognizes that this may not always occur. The Step 2 written warning involves more formal documentation of the performance, conduct, or attendance issues and consequences.

During Step 2, the immediate supervisor and manager or director will meet with the worker to review any additional incidents or information about the performance, conduct, or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the worker of their continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the worker’s immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. A warning outlining that the worker may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and final written warning

There may be performance, conduct, or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the worker from the workplace. When immediate action is necessary to ensure the safety of the worker or others, the immediate supervisor may suspend the worker pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from a next-level manager and HR.

Depending on the seriousness of the infraction, the worker may be suspended without pay in full-day increments consistent with federal, state, and local wage-and-hour employment laws. Nonexempt/hourly workers may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt workers is reserved for serious workplace safety or conduct issues. HR will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the worker if an investigation of the incident or infraction absolves the worker.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, The Company will try to exercise the progressive nature of this policy by first providing warnings, a final written warning, or suspension from the workplace before proceeding to a recommendation to terminate employment. However, The Company reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, workers may be terminated without prior notice or disciplinary action.

Management’s recommendation to terminate employment must be approved by HR and the division director or designate. Final approval may be required from the CEO or designate.

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Appeal Process

Workers will have the opportunity to present information that may challenge information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the worker's performance or conduct issues while allowing for an equitable solution

If the worker does not present this information during any of the step meetings, they will have five business days after that meeting to present such information

Performance and Conduct Issues are not subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities

Similarly, theft, substance abuse, intoxication, fighting, and other acts of violence at work are not subject to

progressive discipline and may be grounds for immediate termination

Documentation

The worker will be provided copies of all progressive discipline documentation including all PIPs. The worker will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the worker's official personnel file

Important note: Nothing in this policy provides any contractual rights regarding worker discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment relationship between The Company and its workers

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POLICY

IKIO LED Lighting is committed to maintaining a safe work environment for all workers and those in the public who may be affected, while ensuring that all workers are treated fairly and with respect. Everyone who works for and with The Company is expected to understand the risks of alcohol and drug use to workplace safety, and to be able to identify and respond to those risks in compliance with this policy. Workers are expected to comply directly with this policy and any supporting programs. Contractors who conduct work on behalf of The Company are expected to develop and enforce comparable policies and programs to manage alcohol and drug risks among their workers.

Work Rules

All workers will be informed regarding this policy at the time of employment. Additionally, it will be discussed periodically at "tailgate" safety meetings.

A worker who has a substance problem is encouraged to seek immediate assistance. The Company Human Resources Department will provide the worker with the name and address of local agencies or facilities that are equipped to provide the rehabilitation assistance needed by the worker.

The following actions are strictly prohibited:

While on company property or at a company worksite, to use, consume, possess, distribute, sell or transfer:

- Alcohol (unless contained in sealed (unopened) packaging, and secured in vehicle for transfer to home or official company-sanctioned event)
- Drugs other than those permitted by this policy as described below
- Drug paraphernalia

From reporting to work or performing work while the worker's ability to safely perform their duties is adversely affected by use of drugs or alcohol.

From refusing to:

- Comply with a request to confirm they are following this policy when a supervisor or manager has reasonable grounds to believe the worker may not be complying
- Comply with a request to submit to an alcohol or drug test
- When a supervisor or manager has reasonable grounds to believe the worker may not be

following the policy and the worker cannot confirm compliance without a test

- Following an incident if a supervisor or manager has reasonable grounds to believe a worker was involved in an incident or near miss, and there is no objective evidence that alcohol or drug use did not contribute to the cause, the worker may be disciplined.
- When applying for or transferring into a safety-sensitive position
- As periodically required by the Company throughout the time the worker is working in a safety-sensitive position
- When the worker has previously tested positive and is returning to work after an assessment by a substance abuse expert

This Work Rule permits the possession or use of prescription and non-prescription drugs under the following conditions:

- Any prescription drug in the worker's possession or used by the worker is prescribed to the worker, and
- The worker is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the worker's physician or pharmacist or the manufacturer of the drug
- The use of the prescription or non-prescription drug does not adversely affect the worker's ability to safely perform his or her duties. The worker has notified his or her supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug.

No information collected about a worker under this policy will be disclosed to any person unless the worker has given consent or the supervisor or manager in possession of the information is legally required to disclose it.

Testing Procedures

Laboratory Testing

The Company will designate the laboratories to perform substance testing on blood or urine specimens in accordance with standards set forth by an established industry standard. The substances and detection levels covered by this testing program are set forth below. Workers may be asked by collection site personnel to indicate whether there is the potential that they will test positive for prescription or other substances. A consent form and information sheet will be provided.

If the worker fails to provide an acceptable urine

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specimen the company may take the following steps:

- Extend the stay of the worker at the designated collection site, if feasible, until an acceptable specimen can be collected
- Reschedule the test due to unusual circumstances, (i.e., post-operative situations)
- Discipline the worker, up to and including termination, on the first offense for failing to cooperate or refusing to provide an acceptable specimen

All positive urine specimen test results for workers on active status will be confirmed by standard laboratory procedures. In case of testing by means other than urine (i.e., breath or other samples), reliable laboratory or instrument testing procedures will be followed.

Testing Substances

As a minimum, the following substances and detection levels shall be tested for:

- Alcohol level equal to or in excess of 0.04 BAL
- Equal to or in excess of the urine concentrations set out in the below table:

Drugs or Classes of Drugs	Screening Concentration Equal to or in Excess of ng/ml
Marijuana metabolites	50
Cocaine metabolites	300
Opiates	2000
6-Acetylmorphine	10
Phencyclidine	25
Amphetamines/ Methamphetamines	1000
MDMA	500

Concentrations at or in excess of the above levels shall be conclusive proof of unacceptable levels of unauthorized, prohibited, illegal or controlled substances.

Disciplinary Action for Policy Violation

Applicants

If the final result of a pre-employment drug screen is positive, the applicant will not be employed. No applicant can be reconsidered for employment sooner than six (6) months following the date of the positive drug screen.

Workers

No drug test will be conducted without written consent.

However, any worker who refuses to provide such written consent and fully cooperate with this policy will be subject to disciplinary action up to and including discharge from employment.

- Under certain circumstances, disciplinary action may include a mandatory referral to and enrollment in an approved rehabilitation program at the worker's expense. This action may also require an indefinite suspension of regular employment.
- A worker's job is not in jeopardy by reason of his voluntary admission to having a substance problem and request for help and referral to an approved rehabilitation program, provided that such request is made prior to, and well in advance of, any consideration of being tested under the provisions of this policy. Workers participating in this rehabilitation program will be subject to follow-up or "maintenance" testing.

Contractors, Subcontractors, Vendors, Their Workers' Agents, or Representatives

- No drug test will be conducted without written consent. However, anyone who refuses to provide such written consent and does not fully cooperate with this policy will be subject to disciplinary action up to and including removal from the job or job site, as may be appropriate. Preliminary findings of a policy violation may require that the individual involved be suspended from the job pending the results of the company investigation.
- If the final result of a "reasonable cause" or "post-accident" drug screen is positive, the individual will be permanently barred from the job.

Client Requirements

In the event that a client has an Alcohol and Drug Testing Guideline that is more stringent than those outlined above, the client's guidelines will be followed for all work done with that client. Examples of more stringent guidelines include but are not limited to:

- A greater number of substances (panels) to be tested for
- A lower detection/cut off levels
- Specified number or percent of workers to be tested on the site
- DOT or similar mandated programs

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PURPOSE

The purpose of an Emergency Action Plan is to protect IKIO LED Lighting workers from serious injury, property loss, or loss of life, in the event of an actual or potential emergency. An emergency may include, but not limited to, any of the following: fire, tornado, earthquake, bomb threat, hazardous chemical spill, or active shooter.

PROCEDURES

Emergency preparedness and response planning is an important factor in ensuring worker safety, protecting the environment, public safety, and company assets. Therefore, operations do not require any worker to continue operating critical equipment during an emergency evacuation. Following an emergency evacuation, no worker is permitted to re-enter the building until authorized.

A written copy of the Emergency Action Plan shall be kept in the workplace and available to workers for review. Training

The Safety Manager has overall responsibility of designating and training workers to assist in a safe and orderly evacuation as well as implementing this plan and updating as needed. Additionally, the Safety Manager will assist any worker who may need more information about the plan or an explanation of their duties under the plan. All workers shall be trained in the following areas:

- The Alarm System
- Various types of emergency scenarios (Fire, Chemical Release, Severe Weather, Lightning, etc.)
- Preferred means of reporting fires and other emergencies
- Emergency escape procedures and route assignments
- Procedures to account for all workers after emergency evacuation has been completed
- Rescue and medical duties for those workers who perform them
- Designated Meeting Areas (Muster Areas)

Refresher training is required; (1) When the plan is developed or the worker is assigned initially to a job, (2) When the worker's responsibilities under the plan change, or (3) When the plan is changed.

Alerting Building Occupants

In case of a fire, call the local Fire Department at 911. In addition, the smoke alarms will alert building occupants

of the need for evacuation. Any pertinent fire or rescue information should be conveyed to the Fire Department.

Workers discovering a fire, smoky condition or any other emergency shall activate the fire alarm system and make a verbal announcement immediately.

Evacuation Procedures

When the fire alarm sounds or a verbal announcement is made, all workers should ensure that nearby workers are aware of the emergency, quickly shutdown operating equipment, close doors and exit the building.

All workers should proceed to their Designated Muster Area via their primary or alternate exits and await further instructions from their Safety Monitor.

REMEMBER R.A.C.E.

Rescue: When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself.

Alarm: Sound the alarm by pulling a fire box and call 911 from a safe distance.

Confine: Close all doors, windows, and other openings.

Evacuate: Evacuate the building.

Designated Meeting Area

When an alarm sounds or a verbal announcement is made, all occupants will proceed to the nearest exit and gather at the designated meeting area or "Muster Area" which is pictured on the facilities emergency evacuation maps throughout the facility. The "Muster Area" is designated to be the safe meeting point for all workers. Once the evacuation has been completed, the Safety Monitor shall conduct a head count. The "Receptionist" will have the responsibility of bringing the "Sign-In Roster" to the Muster Area to account for all workers and visitors after the evacuation.

Rescue & Medical Duties

- Do not move injured workers
- Always keep injured workers lying down, covered, and warm
- Only trained workers will conduct rescue and medical duties

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PURPOSE

IKIO LED Lighting's Fire Prevention/Protection Policy has been developed to ensure compliance with all related regulations and standard safe work practice. The purpose of the policy is to prevent fires and to provide guidelines for action if a fire does occur.

Fire prevention program combines the following policies:

- PPE Policy
- Electrical Safety Policy
- Emergency Action Plan

These policies encompass methods used for incidence avoidance, incident response and specialized training required in the event of a fire.

Issues addressed in the above policies include, but are not limited to:

- Evacuation Procedure
- Extinguisher Training
- Basic Process Safety Training (if applicable)
- Hot Work Safety Training (if applicable)
- Confined Space Entry Safety Training (if applicable)
- Emergency Life Support Training
- Respiratory Protective Devices Training (if applicable)
- Assured Grounding Programs

POLICY

Workers shall be informed of the proper actions to take in the event of a fire. This includes, but is not limited to, notification and evacuation procedures. It is STRESSED that at no time does the task of fighting fire supersede an employee's primary duties of:

- Ensuring their own personal safety and the safety of others
- Reporting the incident to the proper authority and ensuring personnel accountability for yourself and all subordinates at the jobsite, in accordance with company and client policy

PROCEDURES

- All workers are responsible for good housekeeping practices to enhance fire prevention methods
- Supervisors will be held accountable for the housekeeping of their job sites
- If applicable, welding machine mufflers will be equipped with an approved spark arresting muffler
- Only approved containers will be used during

fueling operations. These shall be of the self-closing type

- Combustible and flammable liquids shall be handled and stored in approved containers, cabinets, and areas that are designed for fire prevention. All combustible and flammable materials will be handled and stored in compliance with applicable regulations and client requirements. The quantity of flammable/combustible material shall be kept to a minimum on the job site
- Welding, cutting, and grinding sparks shall be contained
- Hot work areas shall be kept wetted down, and a fire extinguisher and hose maintained on each jobsite
- Oily rags shall be immediately disposed of in designated hazardous waste containers
- No hot work is to be performed without a Hot Work Permit
- All vehicle entry into process areas requires a permit or permission from the operator
- Use bonding straps to discharge and prevent static charges during transfer of flammable liquids from one container to another
- Report all spills or suspicious odors immediately
- Fire extinguishers are to be kept in areas easily accessible to workers. Only approved fire extinguishers are to be used. They must have an inspection tag attached and be maintained in a fully charged, ready to operate state. Portable fire extinguishers are to be inspected monthly and annually with documentation supporting the inspection and maintenance schedule. Training is provided to all workers who use or may use fire extinguishers. Fire extinguisher training will include general principles of fire and extinguisher use and the hazards involved with incipient stage firefighting.
- **NEVER** put yourself or others at risk while attempting to extinguish an incipient fire
- **DO NOT USE** any fire hoses larger than 1-3/4", unless fully trained as an industrial firefighter
- **NEVER** attempt to extinguish a pressurized fuel fed fire
- **DO NOT** direct a fire nozzle with a straight stream at any type of LPG fire. This action could extinguish the fire, producing an LPG vapor cloud capable of detonation
- **DO NOT USE** fire monitors as the force can damage small equipment and certain high chrome alloy equipment cannot have water applied as

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cracking could occur

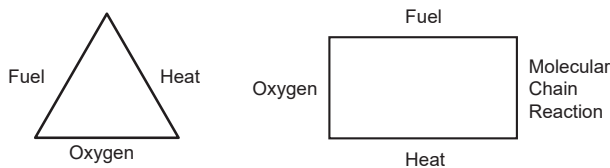
- **DO NOT APPLY** water to any acid or caustic release as it can cause a violent reaction. Additionally, low concentration acids or caustics become extremely corrosive, causing an increasing leak condition.

In the Event of a Fire

- Remain calm
- Only extinguish a fire when it is clearly within your abilities and the equipment available
- Know the location of the nearest alarm and how to activate the emergency system
- Know the evacuation routes and collection points
- If the fire cannot be extinguished, leave the area immediately and report to your evacuation area
- Await further instructions from the Incident Commander, or designated responsible personnel

Basic Fire Science

The combination of fuel, heat, oxygen equals the well-known fire triangle. To understand fire better, a fourth factor is added, a molecular chain reaction. This is because fire results from a series of reactions in which complicated molecules “crack” into easily oxidized fragments. Disruption of this chain, along with the removal of fuel, heat, or oxygen, is recognized as a method of fire extinguishment through the use of dry chemical extinguishers.



- **Heat Energy** – Can be produced by building up molecules (composition) or breaking apart (decomposition) by heat or a solution when materials are dissolved in a liquid, or by combustion.
- **Heat Transfer** – A law of physics states that heat tends to flow up from a hot substance or place to a cold substance or place. This is through conduction (transfer of heat through a medium such as metals) or through convection (transfer of heat with a medium—usually circulatory).
- **Fuels** – Those substances that will burn when heat is applied. The most common fuels are not pure elements such as carbon, but compounds and mixtures such as paper and wood.

- **Oxygen** – Makes up a major portion of the oceans and earth’s crust and one-fifth of our atmosphere. Atmospheric oxygen is the major source of oxygen that supports combustion. Oxygen itself does not burn, however, without it, combustion is impossible. Normal burning is the combination of fuels with oxygen under the influence of heat.
- **Combustion** – A rapid oxidation or chemical combination accompanied by heat.
- **Oxidation** – The ability of materials to produce oxygen during a chemical reaction.
- **Spontaneous Combustion** – When oxidation is allowed to occur, enough oxygen is available, heat is produced, molecules become more energetic and combine with oxygen at an increasing rate, temperatures rise, and visible heat (flames) are produced.

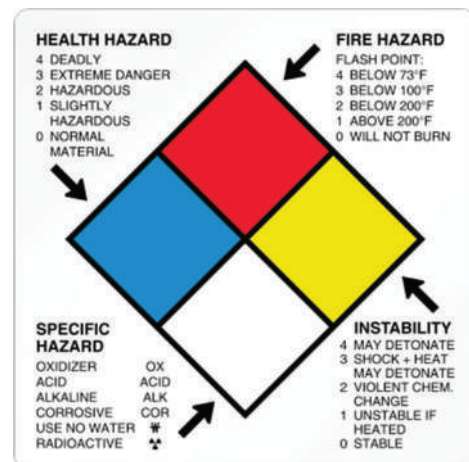
Classes of Fires

- **Class A** – Ordinary combustibles (wood/paper/textiles)
- **Class B** – Flammable liquids (gasoline/oils/grease)
- **Class C** – Live electric (wiring/generators/motors)
- **Class D** – Combustible metals (finely divided form/chips, turnings)
- **Class K** – Kitchen (oils/grease)

Types of Fire Extinguishers

- **Water** – extinguisher for ordinary combustible fires
- **Dry Chemical or CO2** – extinguisher for electrical equipment fires and for flammable liquid fires
- **Multipurpose Dry Chemical** – extinguisher for ordinary combustible fires, liquid fires, and electrical equipment fires
- **Foam** – extinguishing agent for hydrocarbon fires

NFPA Diamond:



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PURPOSE

IKIO LED Lighting is committed to the safety and health of workers and to ensure prompt medical attention for injuries that occurs at work are managed appropriately.

SCOPE

This program applies to all workers, visitors, and contractors under company responsibility.

RESPONSIBILITIES

Employer Responsibilities

Ensure every worker receives training that explains first aid procedures.

Determine who must be trained to render first aid with the appropriate practices and techniques, including response to site-specific hazards.

Ensure the first aid response plan, amount of first aid trained personnel, equipment and all other hazard controls reflect workplace hazards as determined in job hazard analyses and worksite inspections.

Ensure first aid kits remain fully stocked and any emergency response equipment is in good condition.

Worker Responsibilities

Follow the first aid program.

If trained in first aid, render care as needed.

PROCEDURES

First Aid Training

First aid and medical facilities will be made available on site. In the absence of medical facilities there shall be a sufficient number (but not less than one) of workers on each shift certified in first aid and CPR to provide adequate first response medical care.

Each designated first aider will receive training and will have a valid certificate in first aid training from an authorized organization.

First Aid Kits

The Company provides a First Aid Kit on the premises. It is there for worker's use in the treatment of minor scratches, burns, headaches, nausea, etc. All workers shall know the location of the First Aid Kit and shall notify their supervisor if they need to use the First Aid Kit. If a worker has a work-related injury or illnesses that requires professional medical assistance, they shall notify their supervisor as soon as possible.

The supervisor or safety manager shall inspect First Aid Kits before the kits are sent out to each job and on a

weekly basis to ensure each kit has the required number of supplies.

Medical Treatment

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If a worker sustains an injury requiring treatment other than first aid, they shall:

- Inform their supervisor
- Provide details for the completion of the accident investigation report
- Workers shall use the nearest wash facility or eyewash station in the event a worker accidentally spills or splashes injurious chemicals or liquids on their clothing or body

Emergency Medical Treatment

If a worker sustains a severe injury requiring emergency treatment:

- Injured workers should call for help and seek assistance from a co-worker or supervisor immediately.
- A trained first aid provider will render emergency first aid and request assistance for transportation to the local hospital emergency room or other resources as needed.
- Prior to the start of a job, The Company will ensure that arrangements are in place to transport injured workers from the jobsite to the nearest health care facility.
- The phone number of the ambulance service is to be conspicuously posted and provided to all employees for response to an emergency condition.
- If an ambulance is not available, The Company will ensure other transportation is available to accommodate the injured. This transportation will:
 - Be suitable, considering the distance to be travelled and the types of acute illnesses or injuries that may occur at the work site
 - Protect occupants from the weather
 - Provide communication methods between inhabitants and the healthcare facility where the wounded or unwell worker is taken
 - Be able to accommodate a stretcher and an accompanying person if required
 - Provide details for the completion of the accident investigation report.

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PURPOSE

The purpose of this plan is to establish a program and procedures for the safe use of hazardous chemical substances pertaining to the service provided by IKIO LED Lighting.

The Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS) 29 CFR 1910.1200 (General Industry) and 29 CFR 1926.59 (Construction Industry) call for the development of a hazard communication program when workers may be exposed to any chemical in the workplace under normal conditions of use or in a foreseeable emergency. In 2012, OSHA revised the HCS to align with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS). As a result, this program has been revised to comply with the requirements of the OSHA HCS 2012. The written hazard communication program will include and address the following criteria to satisfy the minimum requirements of the OSHA HCS 2012:

- List of all hazardous chemicals known to be present in the workplace or individual work area
- Methods used to ensure that all containers, including pipes and holding tanks, are labeled, tagged, or marked properly
- Methods used to obtain and maintain safety data sheets (SDSs)
- Methods used to provide workers with information and training on hazardous chemicals in their work areas
- Methods used to inform workers of the hazards of non-routine work practices
- Methods used to provide the workers of other employers (e.g., consultants, construction contractors and temporary workers) on-site access to SDSs for each hazardous chemical that the other employer's workers may be exposed to while working in the workplace
- Methods used to inform the workers of other employers of precautionary measures that need to be taken to protect themselves during the workplace's normal operating conditions and in foreseeable emergencies
- Methods used to inform the workers of other employers of the labeling system used in the workplace

The hazard communication program will identify the following:

- Key personnel responsible for the program
- Location of chemical inventory list and SDSs

- Workplace labeling system
- Good work practices and procedures to minimize exposures
- How training will be performed
- Procedures to maintain the program and update the required information
- How records will be maintained

RESPONSIBILITIES

The supervisor or safety manager is responsible for administering the hazard communication program. This person is also responsible for:

- Reviewing the potential hazards and safe use of chemicals
- Maintaining a list of all hazardous chemicals and a master file of SDSs
- Ensuring that all containers are labeled, tagged, or marked properly
- Providing new-hire and annual training for workers
- Maintaining training records
- Monitoring the air concentrations of hazardous chemicals in the work environment
- Properly selecting and caring for personal protective equipment
- Directing the cleanup and disposal operations of the spill control team
- Identifying hazardous chemicals used in nonroutine tasks and assessing their risks
- Informing outside contractors who are performing work on company property about potential hazards
- Reviewing the effectiveness of the hazard communication program and making sure that the program satisfies the requirements of all applicable federal, state, or local hazard communication requirements

The purchasing agent or delegate is responsible for:

- Contacting chemical manufacturers and/or distributors to obtain SDSs and secondary labels for hazardous chemicals used or stored in the workplace

The receiving department is responsible for:

- Reviewing incoming hazardous chemicals to verify correct labeling
- Holding hazardous chemicals in the receiving area until receipt of the SDS for the product Workers are responsible for the following aspects of the hazard communication program:

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- Identifying hazards before starting a job
- Reading container labels and SDSs
- Notifying the supervisor of torn, damaged, or illegible labels or of unlabeled containers
- Using controls and/or personal protective equipment provided by the company to minimize exposure
- Following company instructions and warnings pertaining to chemical handling and usage
- Properly caring for personal protective equipment, including proper use, routine care and cleaning, storage, and replacement
- Knowing and understanding the consequences associated with not following company policy concerning the safe handling and use of chemicals
- Participating in training

- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)

The Company workers will ensure labels are not defaced or removed on containers of hazardous chemicals. Portable containers into which hazardous chemicals are transferred from labeled containers and that are intended for the immediate use of the worker who performs the transfer do not require a label. If the portable container will be used by more than one worker or used over the course of more than one shift, the container must be labeled. Food and beverage containers should never be used for chemical storage.

Signs, placards, process sheets, batch tickets, operating procedures or other such written materials may be used in lieu of affixing labels to individual, stationary process containers as long as the alternative method identifies the containers to which it is applicable and conveys the information required for workplace labeling.

Where an area may have a hazardous chemical in the atmosphere (e.g., where extensive welding occurs), the entire area will be labeled with a warning placard.

Pipes that contain hazardous chemicals should be labeled in accordance with ANSI/ASME A13.1 and indicate the direction of flow. (Please note that this not a requirement of the OSHA HCS but a best practice or requirement of local jurisdiction.)

Workplace labels or other forms of warning will be legible, and prominently displayed on the container or readily available in the work area throughout each work shift. If workers speak languages other than English, the information in the other language(s) may be added to the material.

Note: After Dec. 1, 2015, distributors may not ship containers labeled by the chemical manufacturer or importer unless the label on the container meets GHS labeling requirements.

Safety Data Sheets

A SDS will be obtained and maintained for each hazardous chemical in the workplace. SDSs for each hazardous chemical will be readily accessible during each work shift to workers when they are in their work areas.

SDSs will be obtained from the chemical manufacturer, importer, or distributor. The name on the SDS will be the same as that listed on the chemical inventory list.

PROCEDURES

Chemical Inventory List

Attached to this program is a list of hazardous chemicals used, produced and/or stored at The Company. Copies of the chemical inventory list are available digitally and maintained on the premises for review.

This list will contain the product identifier that is referenced on the appropriate SDS, the location or work area where the chemical is used, and the personal protective equipment and precautions for each chemical product. This list will be updated annually and whenever a new chemical is introduced to the workplace.

Labels and Other Forms of Warning

Each container of hazardous chemicals received from the chemical manufacturer, importer or distributor will be labeled with the following information:

- Product identifier
- Signal word
- Hazard statement(s)
- Pictogram(s)
- Precautionary statement(s)
- Name, address and telephone number of the chemical manufacturer, importer, or other responsible party

The Company will use the GHS labeling system for secondary containers. When a chemical is transferred from the original container to a portable or secondary container, the container will be labeled, tagged, or marked with a GHS label containing the following information:

- Product identifier

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SDSs for chemicals or process streams produced by the company will be developed and provided by the Safety Coordinator or delegate.

The Safety Coordinator or delegate will maintain the master file of all original SDSs.

SDSs for new products or updated SDSs for existing products will be obtained by the purchasing agent or delegate and forwarded to the safety coordinator. The Safety Coordinator or delegate will then update the master file with new and/or updated SDSs.

If problems arise in obtaining an SDS from the chemical manufacturer, importer or distributor, a phone call will be made to request an SDS and to verify that the SDS has been sent. The phone call will be logged, and a letter will be sent the same day. The company will maintain a written record of all efforts to obtain SDSs. If these efforts fail to produce an SDS, the local OSHA office will be contacted for assistance.

Worker Information and Training

Workers included in the hazard communication program will receive the following information and training prior to exposure to hazardous chemicals and when new chemical hazards are introduced to their work area:

- Requirements of the OSHA Hazard Communication Standard 29 CFR 1910.1200 (General Industry) or 29 CFR 1926.59 (Construction Industry)
- Operations in the work area where hazardous chemicals are present
- Location and availability of the hazard communication program, chemical inventory list and SDSs
- Methods and observations used to detect the presence or release of a hazardous chemical in the work area, such as monitoring devices, visual appearance or odor of hazardous chemicals when being released
- Physical, health, simple asphyxiation, combustible dust, and pyrophoric gas hazards, as well as hazards not otherwise classified of the chemicals in the work area
- Measures workers can take to protect themselves from hazards, such as appropriate controls, work practices, emergency and spill cleanup procedures, and personal protective equipment to be used
- Explanation of the labels received on shipped containers
- Explanation of the workplace labeling system
- Explanation of the SDS, including order of

information and how workers can obtain and use the appropriate hazard information

Note: To facilitate understanding of the new GHS system, the OSHA HCS requires that workers be trained regarding the new label elements and SDS format by Dec. 1, 2013. Employers are required to update the hazard communication program and to provide any additional training for newly identified physical or health hazards no later than June 1, 2016.

Subcontractors

Prior to beginning work, the Safety Coordinator or delegate will inform contractors with workers working on company property of any hazardous chemicals that the contractors' workers may be exposed to while performing their work. The Safety Coordinator delegate will also inform contractors of engineering or work practice control measures to be employed by the contractor, personal protective equipment to be worn by the contractors' workers, and any other precautionary measures that need to be taken to protect their workers during the workplace's normal operating conditions and in foreseeable emergencies.

Furthermore, the Safety Coordinator delegate will advise contractors that they must comply with all OSHA standards while working on company property. Appropriate controls will be established with the contractor to ensure that company workers are not exposed to safety and health hazards from work being performed by the contractor and that company operations do not expose contractors' workers to hazards.

The Safety Coordinator or delegate will inform contractors of the workplace labeling system and the availability and location of SDSs for any chemical to which contractors' workers may be exposed while performing their work.

Recordkeeping

Records pertaining to the hazard communication program will be maintained by the Safety Coordinator or delegate. The Safety Coordinator or delegate will keep the following records:

- Chemical inventory list
- Hazardous material reviews
- Copies of phone call logs and letters requesting SDSs
- Worker training records
- Warnings issued to workers for not following the hazard communication program

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PURPOSE

The purpose of this program is Hazard Identification, Risk Assessment Control. The program should be used as a tool to help identify and evaluate both existing and potential hazards on all IKIO LED Lighting worksites as well as methods to control and eliminate the hazards identified.

RESPONSIBILITIES

Supervisors

The supervisor or competent person shall start the hazard identification process before the job begins by identifying hazards that are known to exist on site and documenting them. By identifying hazards early, the supervisor or competent person may be able to implement controls before any workers arrive on site. Hazards should be identified, classified, and ranked according to a risk matrix or scale.

- To ensure the process is thorough, the supervisor or competent person should:
- Look at all aspects of the work
- Include non-routine activities such as maintenance, repair, or cleaning
- Look at accident/incident/near-miss records (including for workers who work "off-site" either at home, on other job sites, drivers, etc.)
- All affected workers be actively involved in the risk identification and assessment process. The program must state at minimum that hazards and risks are reviewed with all affected workers
- Look at the way the work is organized or "done" (include experience and age of people doing the work, systems being used, etc.)
- Look at foreseeable unusual conditions (for example: possible impact on hazard control procedures that may be unavailable in an emergency, power outage, etc.)
- Examine risks to visitors or the public
- Include an assessment of groups that may have a different level of risk such as young or inexperienced workers, etc.
- Look for continuous improvement process for lessons learned to be incorporated into hazard controls such as plan-do-check-act (PDCA) or other similar continuous improvement process

PROCEDURES

General

The hazard identification process is used for routine and

non-routine activities as well as new processes, changes in operation, products, or services as applicable. All workers shall be trained on workplace hazards and how to identify, report, and control them. The assessment process must be completed prior to the start of all jobs to identify existing or potential hazards to workers and eliminate or control these hazards using engineering or administrative controls, proper training, or the use of personal protective equipment (PPE). All company workers should be trained on hazard identification and risk assessment.

All workers are required to take a proactive approach to managing and reporting hazards. When they observe a hazard, they are required to take steps to correct that hazard directly (provided they are adequately knowledgeable/trained to safely do so) and eliminate the hazard or get assistance from appropriate workers to do so whenever reasonably possible. Where hazards cannot be eliminated immediately, workers should take necessary steps to warn others of the hazard. Always report hazardous or potentially hazardous conditions and acts to a supervisor or competent person.

Risk Assessment

The Company has a formal process for identifying potential hazards. Processes are in place to identify potential hazards using Job Safety Analysis (JSA), Job Hazard Analysis (JHA) facility wide or area specific analysis/inspections. Information shall be collected, organized, and reviewed with workers to determine which workers may be exposed or potentially exposed. Risk assessments should be done at a minimum, prior to beginning work. A risk assessment must be conducted whenever changes occur to processes, equipment, weather, or facilities.

The Company program provides processes to ensure workers are actively involved in the hazard identification process and hazards are reviewed with all workers concerned.

Information available in the workplace may include, but not be limited to:

- Safety Data Sheets (SDS)
- Inspection reports
- Records of previous injuries and illnesses
- Machinery and Equipment operating manuals

Classification

Hazards are classified and ranked based on severity. The program identifies that hazard are classified/prioritized and addressed based on the risk associated with the

task. (See the risk analysis matrix outlining severity and probability). Ranking or prioritizing hazards is one way to help determine which hazard is the most serious and thus which hazard to control first.

Priority is usually established by considering the worker exposure and the potential for accident, injury, or illness. By assigning a priority to the hazards, you are creating a ranking or an action list. Hazards are to be mitigated through a prescribed hierarchy of controls. The hierarchy of controls includes elimination as the preferred control followed by substitution, engineering, administrative, and personal protective equipment (PPE).

All health hazards will be identified by conducting qualitative exposure assessments and reviewing worker medical records. Health hazards include:

- Chemical
- Physical
- Biological
- Ergonomic Risk Factors

The program requires a process for hazard identification such as process hazard analysis (PHA), JHA JSA, daily hazard assessments, pre-task plans, pre-job hazard assessments, or workplace hazard inspections.

- The following factors play an important role:
- Percentage of workforce exposed
- Frequency of exposure
- Degree of harm likely to result from the exposure
- Probability of Occurrence

There is no single, simple way to determine the level of risk. Ranking hazards requires the knowledge of the workplace activities, urgency of situations, and most importantly, objective judgment. One option is seen in the following examples:

Risk Severity Index:

- Level 1 Fatality OR Property Damage Exceeding \$50,000
- Level 2 Employee admitted to hospital or permanently disabled OR property damage between \$10,000 and \$50,000
- Level 3 Employee not able to perform all their regular duties OR property damage between \$1,000 and \$10,000
- Level 4 Employee able to perform all their regular duties OR property damage less than \$1,000
Probability Index of Occurrence Example:
- Likely to occur immediately Could happen any day
- Probable in time Likely to happen if conditions are

repeated

- Possible in time Under the right conditions, the incident might be repeated
- Remotely possible Even under similar conditions, it is unlikely the incident will be repeated

For the activity being examined, determine the most likely reasonable level of severity (levels 1 through 4 in the above example). Then determine how likely (the probability) the injury would be (letters A–D). For example, being hit by a low-speed car is most often a level 2 injury but is barely possible for someone who works a kitchen job (level D). However, put that same worker wearing all black on a roadside at night replacing roadside light bulbs and the probability increases to level A and the severity to 1 (fatality reasonably likely).

Risk Definitions

Risk is the chance or probability that a worker will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss.

- 4 Low Activities in this category contain minimal risk and are unlikely to occur. Organizations can proceed with these activities as planned
- 3 Medium Activities in this category contain minor to serious risks that are remotely likely to likely to occur. Application of proactive risk management strategies to reduce the risk is advised. Organizations should consider ways to modify or eliminate unacceptable risks
- 2 High Activities in this category contain unacceptable levels of risk, including catastrophic and critical injuries that are highly likely to occur. Organizations should consider whether they should eliminate or modify activities that still have a “high” rating after applying all reasonable risk management strategies
- 1 Extreme Activities in this category should not be allowed to proceed without very careful planning. The Company needs to evaluate whether the activity is necessary in the first place Once the risk has been assessed, the appropriate controls shall be put into place. The following describes how identified hazards/risks are addressed and mitigated.

The main ways to control a hazard include:

- Elimination (including substitution): Remove the hazard from the workplace.
- Engineering Controls: includes designs or modifications to plants, equipment, ventilation

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systems, and processes that reduce the source of exposure.

- Administrative Controls: controls that alter the way the work is done, including timing of work, policies and other rules, and work practices such as standards and operating procedures (including training, housekeeping, and equipment maintenance, and personal hygiene practices).
- PPE: equipment worn by individuals to reduce exposure such as contact with chemicals or exposure to noise.
- Safe Practices/ Engineering Controls: Developed to mitigate risk

These methods are also known as the "hierarchy of control" because they should be considered in the order presented (it is always best to try to eliminate the hazard first, etc.).

Controls are placed:

- At the source (where the hazard "comes from")
- Along the path (where the hazard "travels")
- At the worker

Control at the source and control along the path are also known as engineering controls.

The Company shall make sure investigations go into all workplace incidents (such as injuries, illnesses, near misses, and stop work) to identify the root cause to prevent future occurrences.

Administrative controls limit workers' exposure by implementing other "rules," such as training, supervision, shorter shifts in high-risk areas, etc. These control measures have many limitations because the hazard itself is not actually removed or reduced. Administrative controls are not generally favored because they can be difficult to implement and maintain and are not a reliable way to reduce exposure.

PPE includes items such as respirators; protective clothing such as gloves, face shields, eye protection; and footwear that serves to provide a barrier between the wearer and the chemical or material. It is the final item on the list for a very good reason.

PPE should never be the only method used to reduce exposure except under very specific circumstances because PPE may "fail" (stop protecting the worker) with little or no warning.

For example: "Breakthrough" can occur with gloves, clothing, and respirator cartridges.

Once it has been decided what the best and most practical control for a particular hazard is, this needs to be documented. The safe work procedure for the job needs to be written based on those risks and controls. Using the example from earlier with the car striking a worker, the kitchen work procedure for garbage removal should include something about having the dumpster near the back door to the kitchen and not across the parking lot.

It could also include instruction to the worker to ensure that they report any burnt-out exterior lights. Some may add requirements to put on a reflective vest when taking out the garbage at night. The groundskeeper

changing light bulbs needs to have a safe work procedure that includes only working during the day in high visibility clothing and with proper traffic control barriers. Parking a service vehicle in the road ahead of the worker to act as a substantial physical barrier would further reduce the risk.

Communicate the Controls and Train the Workers

All workers will be trained in the hazard identification process, including the use and care of proper PPE.

Once the control has been put into place, The Company shall train workers how to use it. This applies whether it is an engineering control such as a guard or interlock, an administrative control such as a safe work procedure for cold weather, or particular PPE when handling a chemical. Training records are required to show that the workers have been made aware of the hazards and the controls.

Simultaneous Operations (SIMOPS) (IF APPLICABLE)

This procedure outlines the processes and general plan for conducting SIMOPS to provide for the safety of workers and protection of the environment and equipment. SIMOPS are situations in processes where two or more operations or activities occur at the same time and place. They may interfere or clash with each other and may involve risks that are not identified when each activity is considered by itself. Thus, they can increase the risks of the activities or create new risks.

Work Activities Covered by the SIMOPS Procedure

Any works significant in nature such as large construction jobs, change-out of major rotating equipment, naked flame and hot works in restricted areas, blasting and painting works, radiography, entry into confined space, rigging and lifting works over live equipment or plant, etc. and which occur in the areas under commissioning control. Any works that pose a significant hazard such as working in areas where there is a risk of hydrogen sulfide

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gas (H₂S), activities where special chemicals are utilized, work in which multiple workers are involved. This work listed is not inclusive and other work activities may also be covered under the SIMOPS Procedure.

SIMOPS often involve work in the same area by companies or multi-disciplinary workers whose work may overlap and/or interact. SIMOPS shall be coordinated through joint planning efforts by the separate operations, such as development, construction, and operations managers/supervisors/engineers who plan and direct activities.

Prior to commencing SIMOPS, there will be a survey of the existing site. The site safety inspection form will contain the site name, signature of the person performing the inspection, and date of inspection. Specific operations must be reviewed on a case-by-case basis with a risk assessment. Activity or works in any given area, where joint activities may be ongoing simultaneously, shall be reviewed and analyzed for potential interference or limitation. The Company shall:

- Establish a mechanism for the review of proposed activities (meetings, toolbox talks, etc.) to identify department and subcontractor participation
- Establish a matrix of responsible workers who shall authorize such simultaneous activities
- Ensure simultaneous activities are controlled and performed in a safe manner by defining the responsibilities of all workers involved in the tasks
- Appointing a Simultaneous Operations Leader (SOL) to coordinate the activities between the different organizations
- Identifying any preventive safety measures, which shall be implemented prior to commencement of the simultaneous activities

- Limit the number of simultaneous activities in any given area
- Establishing communication channels
- Provide training of all workers involved in the tasks

The Company shall restrict workers access to areas where simultaneous activities may be taking place. The Company shall have specific instructions for securing operations and assembling workers in an emergency. All workers involved in the simultaneous tasks must be aware of the specifics of simultaneous operations and emergency procedures.

Communication

Communication shall be established among all workers involved in SIMOPS. A communications system, such as intercom, or radios, shall be set up to facilitate communication. The supervisor or competent person shall communicate with responsible workers from the various operations to discuss the expected activities at the commencement of work, at the beginning of each shift, and at other times during the operation, as conditions require, and to resolve any conflicts due to SIMOPS. The supervisor or competent person shall inform all involved parties of any special problems that might be encountered and the appropriate actions to take if such problems should occur.

Review

Repeat the Hazard Assessment process when site conditions change, when new tasks are added, or when new workers join the crew order to prevent the development of unsafe working condition.

PURPOSE

IKIO LED Lighting has developed this policy to address the hazards associated with heat and cold-related illness.

PREVENTING HEAT-RELATED ILLNESSES (HEAT STRESS)

Heat Stress

Heat stress takes place when your body's cooling system is overwhelmed. It can happen when heat combines with other factors such as:

- Hard physical work
- Fatigue (not enough sleep)
- Dehydration (loss of fluids)
- Certain medical conditions

Heat stress can lead to illness or even death. The company has a duty to take every precaution reasonable in the circumstances to protect their workers.

Heat Stress Symptoms

Heat rash: itchy red skin.

Heat cramps: painful muscle cramps.

Heat exhaustion: high body temperature; weakness or feeling faint; headache, confusion or irrational behavior; nausea or vomiting.

Heat stroke: no sweating (hot, dry skin), high body temperature, confusion, or convulsions. Get immediate medical help.

Precautions When Working in Hot, Humid Conditions

- Increase the frequency and length of rest breaks.
- Provide cool drinking water near workers and remind them to drink often.
- Caution workers about working in direct sunlight.
- Train workers to recognize the signs and symptoms of heat stress. Start a "buddy system" because it's unlikely people will notice their own symptoms.
- Tell workers to wear light summer clothing to allow air to move freely and sweat to evaporate. They should always wear shirts to protect themselves from direct sunlight.

PREVENTING COLD-RELATED ILLNESSES (COLD STRESS)

Cold Stress

When you're cold, blood vessels in your skin, arms,

and legs constrict, decreasing the blood flow to your extremities. This helps your critical organs stay warm, but your extremities are at risk for frostbite.

Frostbite means that your flesh freezes. Blood vessels are damaged, and the reduced blood flow can lead to gangrene.

The first sign of frostbite is skin that looks waxy and feels numb. Once tissues become hard, it's a severe medical emergency.

Wind chill accelerates heat loss—sometimes to a dramatic extent. For example, when the air temperature is -30°C

- With no wind, there is little danger of skin freezing
- With 16 km/h wind (a flag will be fully extended), your skin can freeze in about a minute
- With 32 km/h wind (capable of blowing snow), your skin can freeze in 30 seconds

When your core temperature drops, you're at risk for hypothermia. Early signs of hypothermia are shivering, blue lips and fingers, and poor coordination. Breathing and heart rate will slow down, and you become disoriented and confused. Hypothermia requires medical help.

Precautions to Prevent Cold Stress

- Train workers to recognize the signs and symptoms of cold stress. Start a "buddy system" because it's unlikely people will notice their own symptoms.
- Wear several layers of clothing rather than one thick layer.
- Wear gloves if the temperature is below 16°C for sedentary work, below 4°C for light work, and below -7°C for moderate work.
- Take warm, high-calorie drinks and food.
- If your clothing gets wet at 2°C or less, change into dry clothes immediately to prevent hypothermia.
- If you feel hot, open your jacket but keep your hat and gloves on.
- Give workers warm-up and rest breaks in a heated shelter. Ensure work is not conducted only within allowable exposure limits, as per provincial OHS Regulations.

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PURPOSE

The purpose of this document is to provide definitions and procedures that should be used in defining and managing housekeeping and walking-working surfaces at all IKIO LED Lighting premises and operations. Where local regulations are more stringent than this requirement, those regulations supersede this requirement.

SCOPE

This requirement applies to all company work areas.

DEFINITIONS

Standard railing – A vertical barrier erected along exposed edges of a floor opening, wall opening, ramp, platform, or runway to prevent falls of workers.

Stairs, stairway – A series of steps leading from one level or floor to another, or leading to platforms, pits, boiler rooms, crossovers, or around machinery, tanks, and other equipment that are used continuously or routinely by workers, or only occasionally by specific workers.

Platform – A working space for persons, elevated above the surrounding floor or ground, such as a balcony or platform for the operation of machinery and equipment.

REQUIREMENTS

- The workplace must be kept in a suitable clean and tidy state.
- Aisle-ways must be kept free of hoses, cords, stored materials, and other trip hazards.
- Floors must be even and free of holes or other trip hazards.
- Elevated surfaces (platforms, mezzanines) must be provided with guard rails (standard railing).
- Staircases must be safe.
- Ladders and other equipment should be secured and not left leaning.
- Housekeeping inspections should be conducted at each location at least monthly and documented.
- Health and safety inspections should be conducted at each work site at least monthly.
- Training must be provided to all workers at all work sites to maintain orderliness and housekeeping.

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PURPOSE

To ensure IKIO LED Lighting compliance with regulatory and industry best practice in regard to lighting requirements, and ensure employees are provided adequate lighting.

SCOPE

This Program applies to all company work areas.

DEFINITIONS

Foot- candle (FC)– amount of illumination produced by a candle from distance of one foot.

Lux Level – measures light level intensity. One lux is the amount of illumination supplied by one candle on a one-meter surface from a distance of one meter.

LIGHTING REQUIREMENTS

- The minimum illumination standards are as follows:
- First-aid and eyewash stations: 30 FC
- Warehouses, walkways, and exits: 10 FC
- Underground shafts and tunnels: 5 FC
- Waste areas, loading platforms, refueling areas, and active storage areas: 3 FC

The typical lux levels required in commercial installations are as follows:

- Offices, laboratories, and show rooms: 500 lux
- Factories and workshops: 750 lux
- Warehouse loading bays: 300–400 lux
- Lobbies, corridors, and stairwells: 200 lux
- Warehouse aisles: 100–200 lux

Installation Requirements

All lighting must:

- Be at least 7 feet above work surfaces or have a shatterproof shield
- Not have any exposed energized parts
- Not have an opening large enough that finger can fit through
- Be firmly mounted to a wall, ceiling, or structural member Temporary Lighting

As part of the hazard assessment process for night work, the company will consider the hazards of insufficient lighting and ensure all work areas meet the above requirements.

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PURPOSE

The purpose of the Incident Investigation Policy is to make certain that incidents are investigated according to the injury, or injury potential of an event, in accordance with company requirements. This will help to control further losses of human and material resources by identifying and correcting unsafe acts and conditions that lead to an incident. This policy applies to all work-related incidents and near misses that affect employees and others who are performing work for IKIO LED Lighting.

POLICY

All safety incidents, including work-related injuries, accidents, near misses, and property damage will be reported and investigated to determine root causes, and recommendations will be developed, communicated, and implemented to prevent recurrence of the incident. This policy applies to all workers, contractors, and associates on The Company locations. All entities working with The Company are required to report all incident types to management, supervisors, and/or safety representatives. If the incident requires medical attention, it should be reported as soon as the medical situation has been brought under control.

RESPONSIBILITIES

Management

- Management will participate in the investigation of all incidents to the appropriate level with regards to incident severity.
- Management will review all accidents/injuries of subordinates and implement corrective action and safety modification and/or employee training as recommended by the incident investigation.
- Will ensure proper case management, accident/incident processes, investigation methods, and reporting are carried out according to company guidelines.

Supervisor

- The supervisor shall conduct the investigation of the incident in a manner that is timely and appropriate to the circumstances and severity of the incident.
- The supervisor must immediately report accidents and near misses to management and perform an initial investigation, and timely submit an Incident Report within 24 hours of the incident.
- The supervisor must advise new and returning workers of the requirement to report all incidents including near misses. An annual reminder to all employees to report incidents is recommended.

Worker

- Workers are responsible for immediately informing supervisors of accidents, near miss events, unsafe conditions, unsafe equipment, and known unsafe practices.
- Workers are responsible for reporting any incident or near miss immediately.
- Workers shall participate in the incident investigation unless they are unable to do so as a result of injury.
- Workers may choose to report a near miss using the company's form Incident Near Miss Reporting, or verbally to their supervisor, who will be responsible for completing the document
- Safety Representative
- Responsible for assisting in the investigation of an incident and ensuring the case is managed appropriately working with supervisors and other responsible managers.
- Utilizing information collected during investigation of incidents and near misses to help improve and maintain safety overall.
- Monitor corrective actions as appropriate to remedy an unsafe working condition, facility, equipment, location, or practice.

PROCEDURES

Training

All personnel will be trained in their roles and responsibilities for incident response, reporting, and investigating techniques before performing any work. It is the responsibility of the supervisor to ensure all affected workers are properly trained in accident/incident investigation processes and company reporting criteria.

Incident Investigating Procedures

All safety incidents are to be investigated in a timely manner (no more than 24 hours) to determine the root cause(s) and contributing factors involved. The extent of the investigation depends on a number of factors including the severity or potential severity of the incidents. All evidence such as people, positions of equipment, parts, and papers must be preserved, secured, and collected through notes, photographs, witness statements, flagging, and impoundment of documents and equipment.

Respond to the Incident Scene Immediately: If the incident results in an employee injury or illness, make sure that the affected employee receives immediate

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medical attention. Take actions necessary to prevent or minimize the risk of additional injury or illness in the area.

Secure the Incident Scene: The scene of the event should be left intact to the greatest extent possible, with nothing moved or disturbed until the investigation is complete. Use barricades, signs, or other means to isolate the site, warn of hazards, and otherwise restrict access.

Preserve Evidence: Before and during the investigation, make a prompt and careful effort to preserve the evidence that is necessary to answer the key questions about the incident (who, where, what, when how and why). Observe and record perishable or environmental evidence (such as instrument readings, control panel settings, and weather conditions). Use photographs, sketches, and diagrams to record evidence or conditions. Make detailed notes about any photographs, sketches, or diagrams made.

Identify Witnesses: When arriving at the scene, identify the individuals who were either involved in the event or saw it happen. Ask them to identify others who were also in the area and make a list of these names. Separate the witnesses. Each person should complete and sign a witness statement.

Interview Witnesses: Interview witnesses individually and as soon as possible after the event. Interview the people directly involved first (if Possible), then eyewitnesses and observers.

Complete Investigation Report to include:

- Activity in progress at the time of the event
- Sequence of events leading to the event
- Emergency response to the event
- Medical treatment provided by first responders to

the injured/ill employee

- Direct contributing factors
- Corrective actions taken or planned (including estimated completion dates)
- Name(s) of individual(s) responsible for corrective actions

Corrective Actions

Management’s initial findings and any immediate corrective actions must be documented and sent to The Company’s representative or designee within 24 hours of notifications of the incident. Near miss reports are sent to The Company’s representative or designee within 48 hours. The Company’s representative or designee will review each incident to ensure the investigation was thorough and all immediate corrective actions are completed, and longer-term follow-up actions are clearly defined with adequate schedule and resources for completion.

Reporting Requirements

Time elements of when incident should be reported

The Company will verbally report fatality and catastrophic incidents to OSHA within 8 hours of discovery. For any in-patient hospitalization, amputation, or eye loss The Company must report the incident within 24 hours of discovery to OSHA. OSHA requires reporting of work-related incidents resulting in death of an employee or the hospitalization of one or more workers within 8 hours.

Involving the Environment

If an environmental incident occurs that must be reported to local, state, and/or federal agencies, the following persons should be notified: LIST TO BE COMPILED.

Investigation Checklist and Plan

Potential Witnesses (list on separate sheet):	Identified	Interviewed
Workers involved in the incident		
Workers close to the incident		
Workers involved with events prior to the incident		
Workers involved with events after the incident		
Workers of other contractors		
Client Workers		



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Documents:	Relevant	Obtained
Job Hazard Analysis		
Tailgate/Toolbox Talks		
Other Safety Meetings		
Audits		
Inspections		
Work Order/Job Order		
Permit		
Time Sheets		

Documents:	Relevant	Obtained
Personnel File		
Safety Log		
Contract(s)		
Medical Reports		
Doctor's First Report		
Training Records		
Other		

Other Evidence:

Tools		
Equipment		
PPE/Clothing		

Photographs		
Drawings		
Blueprints		

Incident Report

Attention: This form contains information relating to worker health and must be used in a manner that protects the confidentiality of workers to the extent possible while the information is being used for occupational safety and health purposes.

Worker	Male / Female
Phone #	Date hired
Street Address	Date of incident
City	Time of incident
State / Zip	Time workerbegan work
Date of birth	Supervisor
Site/Location (facility name) and Unit or Project:	
Name of physician or other health care professional:	
If treatment was given away from the worksite, where was it given?	
Was emp. treated in an emergency room?	Yes or No
Was emp. hospitalized overnight as an in-patient?	Yes or No

First Aid	<input type="checkbox"/>	Medical Non- Disabling	<input type="checkbox"/>	Equipment Damage	<input type="checkbox"/>
Near Miss	<input type="checkbox"/>	Restricted Work Case	<input type="checkbox"/>	Fire or Release	<input type="checkbox"/>
Motor Vehicle Accident	<input type="checkbox"/>	Lost Time Case	<input type="checkbox"/>	Non-Occupational	<input type="checkbox"/>



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LOSS

Apparent nature and extent of injury, damage, or potential loss?

INCIDENT

Description of the incident (who, what, how, when, why, and what was the worker doing just before the incident occurred)?

PREVENTION

Immediate action and future action to prevent recurrence?

Prepared By:	Title:	Date:
Report Routed To?	Time of incident	

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PURPOSE

The purpose of this policy is to establish general job competency requirements for all IKIO LED Lighting employees.

RESPONSIBILITIES

Designated Safety Representative will be responsible for:

- Identifying, updating, and enforcing minimum qualification requirements, job titles and training documentation.
- Supplying training reports to clients and Company Management.
- Company Management will be responsible for:
 - Monitoring and mentoring all new employees, inexperienced employees, or employees who have recently changed job roles.
 - Ensuring all workers assigned to their project meet job competency requirements and complete training identified in the training matrix prior to being assigned to the task.
 - Ensuring that any work that may endanger a worker must be completed by a worker who is competent to do the work.
 - Ensuring all workers have sufficient experience to safely perform work without supervision or with only a minimal degree of supervision.
- All workers will be responsible for:
 - Attending safety and health management training.
 - Following all instruction and direction issued by management.

PROCEDURES

Competence

Competence is a combination of knowledge, skills, and abilities to sufficiently perform the task. Knowledge, skills, and abilities are acquired by training and experience.

The following components are to be considered for each worksite's delivery team for competency assurance:

- Experience
- Level of Knowledge
- Capability to Perform

The Company's view of competency assurance involves the continuous assessment of training and development

needs against a person's responsibilities, abilities, and critical activities. This process enables the continuous improvement loop that feeds back into training and development activities that ensure competency assurance is an ongoing career cycle process.

1. **Job Description Identified** C Candidate Selection and Hiring Process (Reference and Background Check, Drug Screen, Physical Assessment) C Person Assessed and Hired for Open Position
2. **Experience, Qualifications Assessed for Initial Training** X Initial Induction Training Completion
3. **Further Training Required?** If no C Ready for Work C On the Job Training C Competency Continually Assessed
 1. **Annual Performance Appraisal** C Ready to Promote? C Worker Promoted C Further Training Required?

Competency is verified before workers are permitted to perform tasks independently. A competent person (supervisor, lead hand, instructor, etc.) must verify that a worker is competent to perform their roles and responsibilities before being allowed to work independently. If there is a Short Service Worker (SSE) program established the new or transferred worker will fall under the SSE requirements until they are determined to be competent and removed from the SSE program.

Identification of Documentation

Documentation is obtained from workers to demonstrate they meet the qualifications of their job. Based on the job description requirements documentation may include educational, certifications, licenses, prior acceptable training course completion, etc. Documentation is reviewed and confirmed during the worker hiring process.

Identification of Positions

An organizational chart and list of job titles has been established by The Company. Based on the positions and their exposure to risk their required training is entered into each worksite's training matrix. Job descriptions are prepared for each job title.

Identification of Qualifications

Minimum qualification requirements for each job title have been established by The Company Management. Qualifications may include a combination of education, certifications, and work experience. Safety training completion for the indicated job title is required before full qualifications are met to allow a worker to begin work

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Identification of Training and Competency Needs

Workers (new or transferred) are provided job specific training related to their roles and responsibilities and trained on the tasks they perform on a regular basis. Training is identified in our training matrix which specifies safety and health training needs by job title. Our training matrix is updated based on changing risks.

Training Records

All training records are maintained by The Company's Safety Coordinator or HR Manager or their designee.

Delivery of Induction, Transfer and Refresher Training

Workers receive initial induction training. No work by any worker is allowed to begin until the orientation is completed. Training requirements are tracked by

The Company Safety Coordinator and formal training sessions are conducted by the Safety Coordinator or competent/qualified instructor for the required subject matter. Applicable training will be completed annually or according to certification requirements.

Supervisor Safety Management Training

Supervisors and managers receive annual, documented safety management system training.

Training Documentation

All training must be documented with the date, worker name, worker signature, instructor's name, instructor's signature, and title of course. Each new worker shall receive an orientation prior to beginning any work.

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Management and supervision will ensure each new employee participates in IKIO LED Lighting's Health and Safety Orientation process and reviews all necessary site and project specific health and safety information.

The safety orientation must, at a minimum, include the following elements:

- Review of the company's Health and Safety Policy
- Overview of applicable health and safety legislation including employee right to refuse unsafe work
- Overview of the company Health and Safety program including:
 - Health and Safety responsibilities
 - Hazard Assessment, Analysis & Control
 - Company Rules & Safe Work Procedures
 - Disciplinary Policy
 - Drug & Alcohol Policy
 - Workplace Violence Policy
 - Personal Protection Equipment
 - Fire Protection & Fire Extinguisher
 - Training Policy
 - Safety Meetings
 - Incident Reporting

- Emergency Response
- Modified work
- Workplace Inspections
- Site specific health & safety requirements
- Any additional regional/divisional health and safety requirements as deemed necessary by local management

There will be a verification/evaluation process to ensure the information has been clearly understood by the worker. This can include a written evaluation, oral evaluation, or work practice evaluation. This is an important phase with monitoring and mentoring the employees.

To ensure that all employees remain familiar with the company's health and safety requirements, including any legislative changes or safety program updates and revisions, all employees will be required to participate in an annual health and safety orientation. This annual update review must be performed by a supervisor or competent designate. All orientation records must be formally documented and filed in the employee file.

The company will ensure to monitor and mentor any new employee, a temporary employee or an employee who has changed job roles.

New Employee Orientation Checklist

	Employee	Supervisor
Jobsite/Project		
Date	Employee initial	Supervisor initial
1. Review and provide copy of company safety policy and program		
2. Review Health and Safety Responsibilities & Right to refuse unsafe work		
3. Company Rules & Safe Work Practices		
4. Disciplinary Policy, Drug & Alcohol Policy and Workplace Violence Policy		
5. Fire Protection & Fire Extinguisher Use		
6. Training Policy		
7. Requirements for Personal Protective Equipment		
8. Incident reporting and investigation procedures		
9. Location of: <ul style="list-style-type: none"> • First aid • Fire extinguishers • Telephones • Emergency numbers 		
10. Emergency procedures details		
11. Location and details of specific project hazards		
12. Location of tools handling and storage areas		
13. Location of parking, lunch area, and toilets		
14. Project telephone number and absentee reporting procedure		
15. Name of health and safety representative and/ or joint health and safety committee members		
16. Location of any hazardous substances and their SDSs, and confirmation of WHMIS training		

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PURPOSE

The purpose of the Personal Protective Equipment (PPE) Program is to develop and implement the procedures for the identification, use, care, and maintenance of PPE required to be used by workers for the prevention of illness and injury.

All workers are required to follow the minimum procedures outlined in this program. Any deviations from this program must be immediately brought to the attention of the Program Administrator.

SCOPE

This policy applies to the use of PPE pertaining to the service provided by IKIO LED Lighting and all related premises and operations. This program is integrated into our organization's written safety and health program and is a collaborative effort that includes all workers. The Program Administrator is responsible for the program's implementation, management, training, and recordkeeping requirements.

RESPONSIBILITIES

Management

The management of The Company is committed to the safety and health of its workers. Management supports the efforts of the PPE Program Administrator by pledging financial and leadership support for the identification of hazards and implementation of appropriate PPE for those hazards. Management will regularly communicate with workers about this program.

Program Administrator

The Program Administrator reports directly to upper management and is responsible for the hazard assessments, implementation, training, and administration of the PPE program. The Program Administrator will monitor the results of the program to determine additional areas of focus as needed. The Program Administrator will also:

- Conduct workplace hazard assessments to determine the presence of hazards that require the use of PPE (Appendix A)
- Select and purchase PPE
- Review, update, and conduct PPE hazard assessments whenever:
 - A job or process changes
 - New equipment is used or added
 - There has been an accident
 - A supervisor or worker requests it

- Maintain records on hazard assessments
- Maintain records on PPE assignments and training
- Provide training, guidance, and assistance to supervisors and workers on the proper use, care, and cleaning of approved PPE
- Periodically re-evaluate the suitability of previously selected PPE
- Review, update, and evaluate the overall effectiveness of PPE use, training, policies, and program

Supervisors: Supervisors have the primary responsibility for implementing and enforcing PPE use in their work area, including, but not limited to:

- Providing appropriate PPE and making it available to workers
- Ensuring that workers are trained on the proper use, care, storage, and cleaning of PPE
- Ensuring that PPE training certification and evaluation forms follow company recordkeeping and documentation policy
- Ensuring that PPE is properly inspected, used, and maintained in a sanitary and reliable condition.
- Notifying the Program Administrator when new hazards are introduced or when processes are added or changed
- Ensuring that defective or damaged PPE is immediately disposed of and replaced

Workers: The PPE user is responsible for following the requirements of the PPE program, including, but not limited to:

- Properly wearing PPE as required
- Attending required training sessions
- Properly caring for, cleaning, storing, maintaining, and inspecting PPE as required
- Following program policies and rules
- Informing the supervisor of the need to repair or replace PPE

Workers who repeatedly disregard and do not follow PPE procedures and rules will face disciplinary action up to and including termination.

PROCEDURES

General Requirements

Appropriate PPE is required to be worn at all times when workers are exposed to hazards that cannot be eliminated through the use of preferred elimination, substitution, engineering, or administrative controls.

The workplace will be evaluated per company schedule and all previously unidentified hazards will be addressed based on changes to the workforce and workplace operations. Assessments will include, but are not limited to, the following items:

- Torso and abdominal protection
- Eye and face protection
- Head protection
- Foot protection
- Leg protection
- Hand protection
- Hearing protection (Separate written program)
- Respiratory protection (Separate written program)
- Fall protection (Separate written program)

NOTE: PPE hazard assessment instructions are located in Appendix A. Hazard assessment forms are included in

Appendix B.

PPE appropriate for the identified hazards will be purchased and provided to all workers exposed to those hazards. All PPE will be properly fit to each worker before relying on it as a protective measure.

Workers will be trained on the types of PPE necessary for the workplace hazards and its limitations. Training will also include the proper way to wear, use and maintain the PPE.

Worker-owned equipment is not allowed. PPE Program Implementation

The following implementation steps will be used for this program:

- Conduct and document PPE assessment for each work task, assignment, or location (see form in **Appendix B**)
- Select appropriate PPE based on hazard assessment
- Communicate PPE selection decisions to workers
- Provide PPE free of charge to all affected workers
- Train each affected worker
- Verify workers understanding of PPE training
- Document training and worker testing results
- Retrain as necessary
- Enforce PPE requirements

Training

Before any worker is allowed to perform work in areas requiring PPE, they must first receive training in the

proper use and care of the PPE they will be using. Retraining will be offered to PPE users as identified by the lack of knowledge or the improper use of PPE, after changes in work tasks or at the supervisor's request, or per regulatory requirements. The training will include, at a minimum, the following subjects:

- Requirement that PPE be worn at all times during identified tasks or in areas requiring PPE
- When it is necessary to wear PPE
- What PPE is necessary
- How to properly put on, take off, adjust, and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life, and disposal of the PPE

Eye and Face Protection

Each affected worker will:

- Use appropriate eye and face protection equipment when exposed to hazards from flying objects or particles, molten metal, fumes, chemical liquids, gases, vapors, dusts, acids, caustics, and other potentially injurious chemical or physical hazards.
- Use appropriate eye protection equipment with filter lenses that have a shade number appropriate for the work being performed when exposed to an eye hazard from potentially injurious light radiation.
- When wearing prescription lenses while engaged in operations that involve eye hazards, wear eye protection that incorporates the prescription in its design, or wear eye protection that can be worn over the prescription lenses without disturbing the prescription lenses or the protective lenses.

Foot Protection

Each affected worker will wear protective footwear when working in areas where there is danger of objects falling on or rolling across the foot, piercing the sole, and where the feet are exposed to electrical or chemical hazards. Foot protection will comply with appropriate ANSI standards.

Hand and Body Protection

The Program Administrator will select and require workers to use appropriate hand protection when workers' hands are exposed to hazards from cuts, abrasions, punctures, chemical or thermal burns, harmful temperature extremes, vibration, and skin absorption of harmful substances.

Head Protection

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Each affected worker will wear appropriate protective head gear (hard hats, bump caps, etc.) when working in areas where there is a potential for injury to the head from falling objects, impact hazards, extreme temperatures, or high UV levels.

Hearing Protection

The Program Administrator will select and require workers to wear appropriate hearing protection in environments where noise levels equal or exceed the OSHA Occupational Noise Exposure Standard (OSHA 29 CFR 1910.95) 8-hour time weighted average (TWA) of 85 DbA. See Hearing Protection Program for details.

Respiratory Protection

Each affected worker will wear respiratory protective equipment (respirators) when working in areas where respiratory hazards exist. All respirators will be in compliance with the OSHA 29 CFR 1910.134. See Respiratory Protection Program for details.

After training, workers will demonstrate that they understand how to use PPE properly. If they cannot demonstrate a sufficient understanding, they will be retrained. Training of each worker will be documented using the Worker Training Record (Appendix D) and kept on file. The PPE Training Quiz (Appendix E) will be used to evaluate workers' understanding and will be kept in the worker training records. The record documents that the worker has received and understands the required training on the specific PPE they will be using.

Retraining

The need for retraining will be indicated when:

- A worker's habits, or knowledge indicate a lack of necessary understanding, motivation or skills required to properly use the PPE
- New equipment is installed that requires new or different PPE
- Changes in the workplace make previous training obsolete
- Changes in the types of PPE to be used make previous training obsolete
- Upon supervisor requests

Periodic Program Review

At least annually, the Program Administrator will conduct a program review to assess the progress and success of the program. The review will consider the following:

- Evaluation of all training programs and records
- The need for retraining of managers, supervisors, and workers
- The jobs, processes or areas that have produced a high incidence rate of injuries or illnesses
- The Program's success will be determined and reported to senior management based upon comparison to previous years, using the following criteria:
 - Cost and frequency of workers' compensation cases
 - Worker and supervisor feedback through direct interviews and questionnaires

Annual reviews will be documented with the form shown in **Appendix C**.

Outside Contractors

Whenever outside personnel are contracted to work on-site, the Program Administrator or location management will communicate all necessary PPE safety requirements to the contractor before any work commences.

Record Retention

Written records will be kept which include trainee names, the type of training provided and the dates when training occurred. The Program Administrator will maintain the written hazard assessment and worker training for the duration of employment for all affected workers exposed to the identified hazards. Program Administrator will also retain worker PPE training records for the duration of employment.

The Program Administrator will maintain the Hazard Assessment Form for each work site.

Appendix A PPE Hazard Assessments

Survey

The Program Administrator will conduct a walk-through survey of the workplace per the company schedule. The survey is to identify sources of hazards to workers. The following hazard categories will be examined in each area and for each person and their tasks:

- Impact
- Penetration
- Compression
- Chemical/Gasses
- Heat/Cold
- Harmful dust
- Light (Optical) radiation
- Noise
- Falling objects
- Vibration
- Electrical shock

Hazard Sources

During the walk-through survey, the Program Administrator will observe:

- Sources of motion, i.e., machinery or processes where any movement of tools, machine elements or particles could exist, or movement of personnel that could result in collision with stationary objects
- Sources of high temperatures that could result in burns, eye injury, ignition of protective equipment, etc.
- Types of chemical exposures
- Sources of harmful dust
- Sources of light radiation, i.e., welding, brazing, cutting, furnaces, heat treating, high-intensity lights, etc.

- Sources of falling objects or potential for dropping objects
- Sources of sharp objects which might pierce the feet or cut the hands
- Sources of rolling or pinching objects which could crush the feet
- Layout of workplace and location of coworkers
- Any electrical hazards

Injury and accident data will also be reviewed to help identify problem areas.

Results

Following the walk-through survey, the data and information will be organized by work area and job description.

An estimate of the potential for injuries will be made. Each of the basic hazards will be reviewed and a determination made as to type, level of risk, and severity of potential injury from each of the hazards identified. The possibility of exposure to multiple hazards simultaneously will be considered.

Strategies for elimination, substitution, engineering, and administrative controls will be identified and implemented for all possible identified hazards. After applying all appropriate reduction and elimination technique, the remaining hazards will be analyzed and the proper PPE to reduce the hazards will be selected. PPE will be identified for hazards that are in the process of being reduced or eliminated and/or when hazard-reduction efforts are not 100% effective in eliminating the hazards.

Appendix A PPE Hazard Assessments

Building: _____ Date: _____
 Location: _____ Prepared By: _____
 Job Task: _____

Does the job task present an occupational exposure to?

Eye Hazards	Yes	No	Hazard Description	Recommended PPE
Chemicals				
Dust				
Heat				
Cold				
Impact				
Light/Radiation				

Face Hazards	Yes	No	Hazard Description	Recommended PPE
Chemicals				
Impact				
Heat				
Cold				
Light/Radiation				

Head Hazards	Yes	No	Hazard Description	Recommended PPE
Chemicals				
Impact				
Heat				
Cold				
Light/Radiation				
Electrical Shock				

Hand Hazards	Yes	No	Hazard Description	Recommended PPE
Chemicals				
Impact/ Punctures				
Heat				
Cold				
Vibration				
Electrical Shock				
Cuts/Abrasions				

Foot Hazards	Yes	No	Hazard Description	Recommended PPE
Chemicals				
Impact/ Punctures				
Heat				
Cold				
Vibration				
Electrical Shock				
Compression				
Electrostatic Build-up				

Respiratory Hazards	Yes	No	Hazard Description	Recommended PPE
Fumes				
Mists				
Dusts				
Vapors				
Lack of Oxygen				
Particles				
Heat/Cold				

Noise Hazards	Yes	No	Hazard Description	Recommended PPE
Chemicals				
Impact Noise >140 dBA				
Continuous Noise >85 dBA				
Electrostatic Build-up				

Appendix A PPE Hazard Assessments

Date of evaluation:	Evaluated by (list all present):
Written program reviewed: Yes No	
Detailed description of the procedures reviewed:	
Describe any procedure modifications:	
Have any new procedures been added?	
A review of the log of occupational injuries and illnesses (OSHA Form 300 or equivalent) and the associated accident reports and injury and illness reports was made: Yes No	
The following injuries resulted from failure to use the correct PPE:	
Any actions needed or taken to ensure PPE use:	
Comments:	

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Appendix E Training Outline

Hazard Identification/PPE Selection

- Familiarize the workers with the potential hazards and the type of protective equipment that is available, and what it can do, i.e., splash protection, impact protection, etc.
- Compare the hazards associated with the environment, i.e., impact velocities, projectile shape of masses, radiation intensities, with the capabilities of the available protective equipment
- Identify the selected protective equipment which is at a level of protection greater than the minimum required to protect the worker from hazards
- Fit the user with the protective device and give instructions on care and use of the PPE
- Ensure that workers are made aware of all warning labels and limitations of their PPE

Fitting the Device

Each worker will be fitted with appropriate PPE. PPE that fits poorly may not afford the necessary protection. Protective devices are generally available in a variety of sizes. Care should be taken to ensure that the right size is selected. Continued wearing of the device is more likely if it fits the wearer comfortably.

Hazard Changes

It is the responsibility of supervisors and workers to inform the Program Administrator if they identify a change in the workplace hazard situation.

Guidelines

Training will cover the company requirement of PPE usage. Each type of PPE provided will be reviewed as to its purpose and function in the work environment. As required, the following types of PPE must be covered:

- Eye and face protection
- Head protection
- Foot protection
- Hand protection
- Hearing protection
- Respiratory protection

Cleaning and Maintenance

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. It is also important to ensure that contaminated PPE, which cannot be decontaminated, is disposed of in a manner that protects workers from exposure to hazards.

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PURPOSE

The purpose of this section is to provide workers and their designated representatives a right of access to relevant exposure and medical records to fulfill responsibilities under the Occupational Safety and Health Act (OSHA). Access by workers and their representatives, is necessary to yield both direct and indirect improvements in the detection, treatment, and prevention of occupational disease.

SCOPE

This section applies to all worker exposure and medical records, and analyses thereof, made, or maintained in any manner, including an in-house or contractual basis. IKIO LED Lighting will assure that the preservation and access requirements of this section are complied with regardless of the manner in which records are made or maintained.

Notification

Upon initial employment workers will be briefed and at least annually thereafter, informed via a bulletin board or community location posting of the following:

- The existence, location, and availability of worker records for exposure to toxic substances or harmful physical agents.
- The person responsible for maintaining and providing access to the records. Contact your Resources Manager or Safety Representative to initiate this request.
- The worker right of access to those records.
- The entire section pertaining to records retention is available for worker review by contacting the Safety Representative, Human Resources, or delegate.

Record Keeping

The Human Resources Manager is responsible for maintaining and providing access to workers' occupational medical records. These records are kept separately from other worker records. All medical records will be retained following local, company and jurisdictional requirements.

The medical records of workers who have worked for less than (1) year for the employer need not be retained beyond the term of employment if they are provided to the worker upon the termination of employment.

Medical records are records concerning the health status of a worker which is made or maintained by a physician, nurse or other health care provider or technician. Medical records consist of:

- Medical and employment questionnaires or histories (including job description and occupational exposures)
- The results of medical examinations (pre-employment, pre-assignment, periodic, or episodic) and laboratory tests (including chest and other X-ray examinations taken for the purposes of establishing a baseline or detecting occupational illness, and all biological monitoring not defined as an "employee exposure record")
- Medical opinions, diagnoses, progress notes, and recommendations
- First aid records
- Descriptions of treatments and prescriptions
- Employee medical complaints

Worker exposure records shall be maintained for the duration of employment and for 30 years thereafter and should include the following:

- Environmental (workplace) monitoring including personal, area, grab, swipe (wipe over a designated area), etc. type samples
- Biological monitoring—level of chemical in the blood, urine, hair, fingernails, etc.
- Safety data sheets or a chemical inventory or any other record which reveals where and when used and the identity (e.g., chemical, common, or trade name) of a toxic substance or harmful physical agent

Upon written request from an approved requestor such as a local or federal jurisdiction The Company will remove all personal identifiers before releasing the medical/exposure records.

Access

Each worker or designated representative has the right to request access to his/her records. The company shall assure that access is provided in a reasonable time, place, and manner. The company will provide a copy of the medical records within fifteen (15) working days.

The worker may access his/her records by making a request to the Human Resources Manager or Safety Representative or delegate. The company will release a worker's medical records only if the worker has given specific, written consent (see Attachment 6-1).

If the company cannot reasonably provide access to the record within fifteen (15) working days, the company shall within the fifteen (15) working days apprise the worker or designated representative requesting the record of the reason for the delay and the earliest date when the record can be made available.

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- In the case of an original X-ray, the employer may restrict access to on-site examination or make other suitable arrangements for the temporary loan of the X-ray.
- Records or copies will be provided at no cost to the worker.
 - Whenever a record has been previously provided without cost to a worker or designated representative, the company may charge reasonable, non-discriminatory administrative costs (i.e., search and copying expenses but not including overhead expenses) for a request by the worker or designated representative for additional copies of the record.
 - No charge for an initial request for a copy of new information that has been added to a record which was previously provided.

- No charge for an initial request by a recognized or certified collective bargaining agent for a copy of a worker exposure record or an analysis using exposure or medical records.

Transfer of records

Whenever ceasing to do business, the company shall transfer all records subject to this section to the successor employer. The successor employer shall receive and maintain these records.

Whenever ceasing to do business and there is no successor employer to receive and maintain the records subject to this standard, the company shall notify affected workers of their rights of access to records at least three (3) months prior to the cessation of business.

References

Code of Federal Regulation, Title 29, Part 1910.1020



Records Retention

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**Attachment 6-1
Release of Worker Medical Records**

Sample Authorization letter for the release of worker medical record information to a designated representative I, _____, (full name of worker/patient) hereby authorize (individual or organization holding the medical records) to release to _____ (individual or organization authorized to receive the medical information), the following medical information from my personal medical records:

(Describe generally the information desired to be released).

I give my permission for this medical information to be used for the following purpose:

But I do not give permission for any other use or re-disclosure of this information.

(Note: Several extra lines are provided below so that you can place additional restrictions on this authorization letter if you want. You may, however, leave these lines blank. On the other hand, you may want to (1) specify a particular expiration date for this letter (if less than one year); (2) describe medical information to be created in the future that you intend to be covered by this authorization letter; or (3) describe portions of the medical information in your records which you do not intend to be released as a result of this letter.)

Full name of Worker or Legal Representative

Signature of Worker or Legal Representative & Date

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- Clarify work instructions
- Propose additional controls

Any Stop Work issue(s) requiring corrective action(s) to resolve the issue(s), shall be documented on a Stop Work Authority Form (Attachment A)

Steps of Stop Work Authority

1. Stop – When a worker(s) perceives conditions or behaviors that pose imminent danger, they must immediately initiate a stop work intervention.
 - i. Workers are protected from retribution or reprimand for exercising SWA. Any form of retribution or reprimand will not be tolerated against workers who exercise SWA.
2. Notify – Notify affected workers and supervision of the stop work action.
3. Investigate – Affected workers will discuss the situation and come to an agreement on the stop work action.
 - i. No work can resume once SWA is exercised until all issues and concerns have been addressed.
4. Correct – Take immediate or as soon as possible actions to rectify the known unsafe act or condition
5. Corrective actions – Will be made according to the corrections agreed upon in the investigation to prevent a recurrence of the unsafe act or condition.
6. Resume – All affected workers will be notified of what corrective actions were implemented and work will resume only when it is safe to do so.

Documentation

All SWA when exercised must be documented for lessons learned and corrective actions.

All SWA occurrences shall be documented to evaluate effectiveness of the program and identify areas for improvement.

Management must review SWA reports to measure participation, establish the quality of SWA interventions, and corrective actions, establish trends, discover opportunities for improvement, and establish lessons learned.

The Company places a high importance of follow-up after a Stop Work Intervention has been initiated and closed. It is the desired outcome of any Stop Work Intervention that the identified safety concern(s) have been addressed to the satisfaction of all involved workers prior to the resumption of work. Most issues can be adequately resolved in a timely manner at the job site, occasionally additional investigation and corrective actions may be required to identify, address and correct root causes.

Training

All workers are trained on SWA prior to their initial assignment. The training be documented and include the worker(s) name(s) and dates of training.

Attachment A
STOP WORK INTERVENTION FORM

Section 1: Stop Work Issuance			
Location of operation		Date & Time	
Supervisor		Phone	
Person initiating stop work			
Person performing work			
Work operation or condition (include names of individuals performing work)			
Hazard (as stated by person initiating stop work)			

Section 2: Date / Time Informed			
Supervisor		Safety Manager	
Area Manager		Client Safety (If required)	

Section 3: Follow-up Action (Be specific – what by, who by, when by to correct hazard)

Section 4: Restart Concurrence			
Supervisor		Date	
Area Manager		Date	
Safety Manager		Date	

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PURPOSE

To set forth a basis for the selection of safe subcontractors and to set forth procedures to assure that the subcontractor's safety activities are equal to or exceed those of The Company.

POLICY

Subcontractors for IKIO LED Lighting; hereafter referred to as "The Company" work sites shall be selected and managed in a manner consistent with the overall Company safety objectives, policies, and procedures embodied in the other sections of this manual.

SCOPE

Applies to all Company work sites, i.e., Company offices, client job sites, etc., that have occasion to use subcontractors.

DEFINITIONS

Experience Modification Rate (EMR) is a term related to Workers' Compensation insurance and means a factor developed by measuring the difference between an employer's actual past claim experience and the expected or actual experience of the industry classification of the employer. Depending on the workers compensation program in which the subcontractor participates, the EMR may be determined by a single state entity or a multi-state agency such as the National Council on Compensation Insurance (NCCI). The EMR is based on a point scale where 1.0 means average or expected losses for that type of industry classification. EMR's below 1.0 means below average loss history and EMR's above 1.0 mean above-average loss history.

Hours of Exposure means the total number of hours that all a company's workers are exposed to occupational injuries or illnesses during a normal work year. Salaried and hourly workers are included. Straight-time and over-time hours are included.

Subcontractor for purposes of this section, means a person or business, which has a standard subcontract agreement with The Company, as an "independent contractor" (not a worker), to provide some portion of the fieldwork on a project for The Company.

PROCEDURES

Subcontractor Selection

Form 5-1.1 of Appendix 5-1 is a Pre-Qualification Questionnaire that shall be used to capture the information noted within this section. It is required that safety performance be considered initially, and annually

thereafter, in the selection of subcontractors, using the following criteria:

Experience Modification Rate ("EMR")

Prospective subcontractors shall be required to furnish their EMR for the past three years. This information should come directly from the subcontractor's broker. An EMR greater than 1.0 can indicate an employer with a high frequency and/or severity of workers compensation claims. In the event of an EMR greater than 1.0, a more detailed evaluation of their safety program is required.

OSHA Log

Prospective subcontractors shall be required to submit copies of OSHA logs (or equivalent summary data) for the previous three years and applicable hours of exposure. Incident frequency and severity rates should be examined and compared for acceptability with:

- Comparable incident rates for relevant work sites (if available)
- Industry average incident rates for their Standard
- Industrial Code (SIC or NAICS code) as published by the Bureau of Labor Statistics
- An incident rate specified by The Company
- Safety Coordinator or delegate

Evaluation of Subcontractor Safety Program

The prospective subcontractor shall demonstrate that their program meets or exceeds The Company's safety program requirements, industry standards or governing jurisdiction. The following areas are a minimum that shall be addressed by the subcontractor:

- The program should be industry specific, not generic, and should be responsive to the exposures prevalent in the industry and anticipated on the prospective project
- There should be elements of supervisor accountability for safety, accidents, and claim costs
- Safety meetings should be held regularly, with documentation as to the subject, who attended, and a review of past losses
- Safety audits (inspections) should be conducted by the subcontractor on a regular basis.
- Audit results should be documented to identify deficiencies and corrective action taken
- The program should provide for worker safety training, including the documentation thereof

OSHA Citations

The prospective subcontractor shall be required to

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provide information (reason, corrective action, and fines) regarding OSHA citations during the past three years. A history of frequent violations, infrequent but repeated violations, or violations applicable to the work to be performed would warrant further investigation.

Pre-Job Planning

The understanding of The Company and the subcontractor on important issues should be written and signed by both parties as part of the subcontract agreement and scope of work. All subcontractors are required to report incidents/injuries immediately or as soon as possibly to The Company. The subcontractor and The Company will review and assign notification and recordkeeping requirements.

Examples of such issues would be:

- Provision of tools and equipment and inspection thereof
- Performance in accordance with OSHA and other regulatory bodies
- Provision of all necessary personal protective equipment (PPE), training on its use, and enforcement of usage at the worksite
- Responsibility for housekeeping and debris removal efforts
- Responsibility for utility mark out, maintenance, and protection of traffic on underground and road projects during the project

- Defining the roles and responsibilities for the supervision and direction of the subcontractors
- Reporting and recordkeeping of incidents/injuries including near misses

Typical Actions Recommended During Performance of Work

Include subcontractors in the following safety activities:

- Manager Audits
- Safety Meetings
- Training Sessions
- Safety Audits
- Work Observations
- Job Safety Analysis Systems
- Hazard Analysis including Site inspections and hazards created by others
- Injury Intervention Processes
- Root Cause Analysis
- Client-Required Programs

Post Job Review

A post job review will be performed to evaluate the overall safety performance of the subcontractor.



Subcontractor Safety Management

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Appendix 5-1
IKIO LED Lighting
SUBCONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE

All subcontractors are required to complete this questionnaire. The contents of this questionnaire will be considered confidential and used solely to determine your company’s qualifications and will not be disclosed to the project staff. Please direct any questions, and return this completed form, to:

IKIO LED Lighting

8470 Allison Pointe Blvd, Suite 128 Indianapolis, IN 46250 | (1) 844-533-4546

GENERAL INFORMATION. Please fill in the following:

Name of Business: _____

Street Address: _____

Post Office Address: _____

City, State, Zip Code: _____

Telephone Number _____

Fax Number: _____

Person to Contact: _____

ORGANIZATION. Please indicate your firm's legal structure:

This firm is a: C Corporation S Corporation Partnership
 Sole Proprietor Limited Liability Company

Federal Employer Identification Number: _____

Names, Titles and ages and length in position of Officers, Managers, or Principals:

Name	Title	Age	Time in Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Is your firm a qualified minority business? _____ Certification No.: _____

WORK CLASSIFICATION

Please list the type(s) of work you are interested in bidding:

Please list the geographic areas you prefer to work in:

WORK EXPERIENCE

Please attach a list of the major projects your firm currently has in progress showing the project name, location, owner, architect/engineer, general contractor, contract amount, percent complete and scheduled completion date, and contact person.

Please attach a list of the major projects your firm has completed in the last three years showing the project name, location, owner, architect/engineer, general contractor, contract amount and completion date, and contact person.



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FINANCIAL INFORMATION

Please attach your firm's most current financial statements (audited, if available), for the entity that will be signing the subcontract.

REFERENCES

Bank Reference

Name

Contact Person Telephone

Bonding Reference

Bonding Company:

Bonding Agent:

Name

Address

Phone #

Bonding Capacity: \$ _____ Per Project _____ \$ _____ Aggregate

Date, amount, and type of last bond issued:

Bond Rate:

Credit References

Name

Contact Person Telephone

CONTRACTOR PROFILE

Current Number of workers:

Office _____ Field _____

Does your firm operate as a Union shop? Yes No

Merit shop? Yes No

SAFETY, HEALTH AND ENVIRONMENTAL

Please list your firm's Workers Compensation Interstate Experience Modification Rate.

Does your company have a written safety program? Yes No

INSURANCE

Attach the certificate provided by your insurance carrier.

ADDITIONAL INFORMATION

Please list any additional information that you feel will help us determine your firm's qualifications and expertise:

This Pre-qualification Questionnaire was completed by:

Name: _____ Title: _____

Date: _____

PURPOSE

The purpose of this document is to outline safety policy and procedures surrounding the use of Hand and Power Tools for IKIO LED Lighting. This program covers hand, electrical, pneumatic, powder driven, and hydraulic tool safety.

RESPONSIBILITIES

Management

- Provide correct tools for assigned tasks
- Ensure tools are maintained and stored safely
- Provide worker training
- Provide for equipment repair

Workers

- Follow proper tool safety guidelines
- Report tool deficiencies and malfunctions
- Properly store tools when work is completed

Administrative

- Tool sharpening program
- Use of PPE
- Control of tool issue
- Worker Training
- Controlled access to equipment and tool areas

POLICY

Workers who use hand and power tools and who are exposed to the hazards of falling, flying, abrasive and splashing objects, or exposed to harmful dusts, fumes, mists, vapors, or gases must be provided with the personal equipment necessary to protect them from the hazard. All hazards involved in the use of tools can be prevented by following five basic safety rules:

- Keep all tools in good condition with regular maintenance
- Use the right tool for the job
- Examine each tool for damage before use
- Operate according to the manufacturer's instructions.
- Provide and use the proper protective equipment

Whether furnished by the employer or the worker, tools shall be maintained in safe condition. Any tool which is not in compliance shall be identified as unsafe by tagging and or locking the controls to render the piece of equipment inoperable or the tool shall be physically removed from its place of operation.

Ergonomic Guidelines

Applying these guidelines in tool design can help maximize human performance on the job by making the job easier for the worker, improving safety, and decreasing injuries. Take-Away Tips for Tool Selection:

- Use the right tool for the job, and the right tool for the user
- "Bend" the tool, not the wrist
- Avoid high contact forces and static loading
- Reduce excessive gripping force or pressure
- Avoid extreme and awkward joint positions
- Avoid twisting hand and wrist motion by using power tools rather than hand tools
- Avoid repetitive finger movements, or at least reduce their number
- Minimize the amount of force needed to activate trigger devices on power tools
- Avoid thumb triggers
- Use two- or three-finger triggers for power tools; use four-finger triggers only when the tool is balanced

Hand Tools

Hand tools are non-powered. They include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance. Some examples:

- Using a screwdriver as a chisel may cause the tip of the screwdriver to break and fly, hitting the user or other workers.
- If a wooden handle on a tool such as a hammer or an axe is loose, splintered, or cracked, the head of the tool may fly off and strike the user or another worker.
- A wrench must not be used if its jaws are sprung, because it might slip.
- Impact tools such as chisels, wedges, or drift pins are unsafe if they have mushroomed heads. The heads might shatter on impact, sending sharp fragments flying.

Workers using hand and power tools and exposed to the hazard of falling, flying, abrasive, and splashing objects, or exposed to harmful dust, fumes, mists vapors, or gases shall be provided with PPE necessary to protect them from the hazard.

Appropriate personal protective equipment, e.g., safety goggles, gloves, etc., should be worn due to hazards that may be encountered while using portable power tools and hand tools.

Floors shall be kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools.

Around flammable substances, sparks produced by iron and steel hand tools can be a dangerous ignition source. Where this hazard exists, spark-resistant tools made from brass, plastic, aluminum, or wood will provide for safety.

Power Tool Precautions

Power tools can be hazardous when improperly used. There are several types of power tools, based on the power source they use: electric, pneumatic, liquid fuel, hydraulic, and powder actuated. The following general precautions should be observed by power tool users:

- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect tools when not in use, before servicing, and when changing accessories such as blades, bits, and cutters.
- All observers should be kept at a safe distance away from the work area.
- Secure work with clamps or a vise, freeing both hands to operate the tool.
- Avoid accidental starting. The worker should not hold a finger on the switch button while carrying a plugged-in tool.
- Tools should be maintained with care. They should be kept sharp and clean for the best performance. Follow instructions in the user's manual for lubricating and changing accessories.
- Be sure to keep good footing and maintain good balance.
- The proper apparel should be worn. Loose clothing, ties, or jewelry can become caught in moving parts.
- All portable electric tools that are damaged shall be removed from use and tagged "Do Not Use."

Guards

Hazardous moving parts of a power tool need to be safeguarded. For example, belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts of equipment must be guarded.

Guards, as necessary, should be provided to protect the operator and others from the following:

- Point of operation
- In-running nip points
- Rotating parts
- Flying chips and sparks

Guards shall be always in place and operable while the tool is in use. The guard may not be manipulated in such way that will compromise its integrity or compromise the protection in which intended. Guarding shall meet the requirements set forth in ANSI B15.1.

Safety guards must never be removed when a tool is being used. For example, portable circular saws must be equipped with guards. An upper guard must cover the entire blade of the saw. A retractable lower guard must cover the teeth of the saw, except when it contacts the work material. The lower guard must automatically return to the covering position when the tool is withdrawn from the work.

Safety Switches

The following hand-held powered tools are to be equipped with a momentary contact "on-off" control switch: drills, tappers, fastener drivers, horizontal, vertical and angle grinders with wheels larger than two inches in diameter, disc, and belt sanders, reciprocating saws, saber saws, and other similar tools. These tools also may be equipped with a lock-on control if turnoff can be accomplished by a single motion of the same finger or fingers that turn it on.

The following hand-held powered tools may be equipped with only a positive "on-off" control switch: platen sanders, disc sanders with discs two inches or less in diameter; grinders with wheels two inches or less in diameter; routers, planers, laminate trimmers, nibblers, shears, scroll saws and jigsaws with blade shanks ¼-inch wide or less.

Other hand-held powered tools such as circular saws having a blade diameter greater than two inches, chain saws, and percussion tools without positive accessory holding means must be equipped with a constant pressure switch that will shut off the power when the pressure is released.

Electrical Safety

Among the chief hazards of electric-powered tools are burns and slight shocks which can lead to injuries or even heart failure. Under certain conditions, even a small amount of current can result in severe injury and eventual

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death. A shock also can cause the user to fall off a ladder or other elevated work surface.

To protect the user from shock, tools must either have a three-wire cord with ground or be grounded, be double insulated, or be powered by a low-voltage isolation transformer. Three-wire cords contain two current-carrying conductors and a grounding conductor. One end of the grounding conductor connects to the tool's metal housing. The other end is grounded through a prong on the plug. Anytime an adapter is used to accommodate a two-hole receptacle, the adapter wire must be attached to a known ground. The third prong should never be removed from the plug.

Double insulation is more convenient. The user and the tools are protected in two ways: by normal insulation on the wires inside, and by a housing that cannot conduct electricity to the operator in the event of a malfunction.

Electric Power Tool General Safety Practices

- Electric tools should be operated within their design limitations.
- Gloves and safety footwear are recommended during use of electric tools.
- When not in use, tools should be stored in a dry place.
- Electric tools should not be used in damp or wet locations.
- Work areas should be well lighted.

Ground Fault Protection

The Company shall use either ground fault circuit interrupters or an assured equipment grounding conductor to protect workers on construction sites. These requirements are in addition to any other requirements for equipment grounding conductors.

Ground-Fault Circuit Interrupters (GFCI)

All 120-volt, single-phase 15- and 20-ampere receptacle outlets on construction sites, which are not a part of the permanent wiring of the building or structure, and which are in use by workers, shall have approved ground-fault circuit interrupters for personnel protection. Receptacles on a two-wire, single-phase portable or vehicle-mounted generator rated not more than 5kW, where the circuit conductors of the generator are insulated from the generator frame and all other grounded surfaces, need not be protected with ground-fault circuit interrupters. 1926.404(b)(1)(ii)

Powered Abrasive Wheel Tools

Powered abrasive grinding, cutting, polishing, and wire buffing wheels create special safety problems because they may throw off flying fragments.

Before an abrasive wheel is mounted, it should be

inspected closely and sound- or ring-tested to be sure that it is free from cracks or defects. To test, wheels should be tapped gently with a light non-metallic instrument. If they sound cracked or dead, they could fly apart in operation and so must not be used. A sound and undamaged wheel will give a clear metallic tone or "ring." To prevent the wheel from cracking, the user should be sure it fits freely on the spindle. The spindle nut must be tightened enough to hold the wheel in place, without distorting the flange. Follow the manufacturer's recommendations. Care must be taken to assure that the spindle wheel will not exceed the abrasive wheel specifications.

Due to the possibility of a wheel disintegrating (exploding) during start-up, the worker should never stand directly in front of the wheel as it accelerates to full operating speed.

Portable grinding tools need to be equipped with safety guards to protect workers not only from the moving wheel surface, but also from flying fragments in case of breakage.

Powered Grinder Safety Precautions

- Always use eye protection.
- Turn off the power when not in use.
- Never clamp a hand-held grinder in a vise.

Pneumatic Tools

Pneumatic tools are powered by compressed air and include chippers, drills, hammers, and sanders. There are several dangers encountered in the use of pneumatic tools. The main one is the danger of getting hit by one of the tool's attachments or by fastener the worker is using with the tool. Eye protection is required, and face protection is recommended for workers working with pneumatic tools. Working with noisy tools such as jackhammers requires proper, effective use of hearing protection.

When using pneumatic tools, workers are to check to see that they are fastened securely to the hose to prevent them from becoming disconnected. A short wire or positive locking device attaching the air hose to the tool will serve as an added safeguard.

A safety clip or retainer must be installed to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel.

Screens must be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers, or air drills.

Compressed air guns should never be pointed toward anyone. Users should never "dead-end" it against themselves or anyone else.

Powder-Actuated Tools

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Powder-actuated tools operate like a loaded gun and should be treated with the same respect and precautions. In fact, they are so dangerous that they must be operated only by specially trained workers.

Powder-Actuated Tool Safety

- These tools should not be used in an explosive or flammable atmosphere.
- Before using the tool, the worker should inspect it to determine that it is clean, that all moving parts operate freely, and that the barrel is free from obstructions.
- The tool should never be pointed at anybody.
- The tool should not be loaded unless it is to be used immediately. A loaded tool should not be left unattended, especially where it would be available to unauthorized persons.
- Hands should be kept clear of the barrel end. To prevent the tool from firing accidentally, two separate motions are required for firing: one to bring the tool into position, and another to pull the trigger. The tools must not be able to operate until they are pressed against the work surface with a force of at least five pounds greater than the total weight of the tool.

If a powder-actuated tool misfires, the worker should wait at least 30 seconds, then try firing it again. If it still will not fire, the user should wait another 30 seconds so that the faulty cartridge is less likely to explode, than carefully remove the load. The bad cartridge should be put in water.

Suitable eye and face protection are essential when using a powder-actuated tool.

The muzzle end of the tool must have a protective shield or guard centered perpendicularly on the barrel to confine any flying fragments or particles that might otherwise create a hazard when the tool is fired. The tool must be designed so that it will not fire unless it has this kind of safety device.

All powder-actuated tools must be designed for varying powder charges so that the user can select a powder level necessary to do the work without excessive force.

If the tool develops a defect during use it should be tagged and taken out of service immediately until it is properly repaired.

Powder-Actuated Tool Fasteners

When using powder-actuated tools to apply fasteners, there are some precautions to consider. Fasteners must not be fired into material that would let them pass through to the other side. The fastener must not be driven into materials like brick or concrete any closer than three inches to an edge or corner.

In steel, the fastener must not come any closer than one-half inch from a corner or edge. Fasteners must not be driven into very hard or brittle materials which might chip or splatter or make the fastener ricochet.

An alignment guide must be used when shooting a fastener into an existing hole. A fastener must not be driven into a spalled area caused by an unsatisfactory fastening.

Hydraulic Power Tools

The fluid used in hydraulic power tools must be an approved fire-resistant fluid and must retain its operating characteristics at the most extreme temperatures to which it will be exposed. The manufacturer's recommended safe operating pressure for hoses, valves, pipes, filters, and other fittings must not be exceeded.

Jacks

All jacks – lever and ratchet jacks, screw jacks, and hydraulic jacks – must have a device that stops them from jacking up too high. Also, the manufacturer's load limit must be permanently marked in a prominent place on the jack and should not be exceeded.

A jack should never be used to support a lifted load. Once the load has been lifted, it must immediately be blocked up. Use wooden blocking under the base, if necessary, to make the jack level and secure. If the lift surface is metal, place a 1-inch-thick hardwood block or equivalent between it and the metal jack head to reduce the danger of slippage.

To set up a jack, make certain of the following:

- The base rests on a firm level surface
- The jack is correctly centered
- The jack head bears against a level surface
- The lift force is applied evenly

Proper maintenance of jacks is essential for safety. All jacks must be inspected before each use and lubricated regularly. If a jack is subjected to an abnormal load or shock, it should be thoroughly examined to make sure it has not been damaged. Hydraulic jacks exposed to freezing temperatures must be filled with an adequate antifreeze liquid.

Inspection

Workers shall make sure to inspecting tools before using them to determine that it is clean, that all moving parts operate freely, and that the barrel is free from obstructions and has the proper shield, guard, and attachments recommended by the manufacturer. Tools should be inspected before and after usage by your workers for signs of defects or misuse.

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PURPOSE

To ensure the safety of IKIO LED Lighting employees where work is performed in an isolated setting. There may be situations where personnel sometimes work alone. Examples include:

- Staying late to complete a job that must be done before the next day's work
- Completing a task where there is only room for one worker
- Servicing or maintaining assets in a remote area
- Performing when work is done for the day.

SCOPE

A person is "working alone," when:

- He or she is on their own at work
- When they cannot be seen or heard by another person
- When emergency assistance is not readily available

The greatest risk in working alone is that no one is available to help a worker who may be injured, trapped, or unconscious. Even if co-workers realize that someone is missing, it may be difficult to locate an injured employee in time.

RESPONSIBILITIES

The supervisor shall ensure that any worker working alone is aware of real and potential hazards in the area. The worker should be trained in hazard recognition and in the procedures and equipment required to do the job safely. The supervisor must also ensure that:

- A method of checking in with the worker has been established
- Check-in intervals are clearly understood
- The designated contact person is aware of the work schedule
- Any communication equipment used is in good working order
- No obstructions or interference may block phone or radio communications.

PROCEDURES

Planning

Inspect the jobsite for real and potential hazards and take whatever steps are required to safeguard workers.

- If any personal protective equipment or clothing is required in addition to a hard hat and safety boots, it should be provided, along with instructions on its proper use.

- All safety and work-related procedures should be reviewed with workers to ensure that each procedure is clearly understood. The procedures should also be spelled out in the company's health and safety policy.
- In some situations, like confined spaces, regulations under the Occupational Health and Safety Act prohibit entry or work without another person standing by outside the area.

Communication

- Communication is crucial in accounting for personnel working alone. A system must be established where, at regular intervals, someone checks on the worker or the worker reports to a designated person. A check at the end of the work shift must be done.
- A procedure to follow in case the worker cannot be contacted, including provisions for emergency rescue.
- Where hazard exposure is high, intervals should be kept short.
- If a site telephone is involved, it must be clearly identified, conveniently located, and working properly. The number of the individual to be contacted must be clearly posted near or on the phone.
- Cellular phones or two-way radios can also provide effective communication. Test the units on-site to ensure that reception is reliable.

Employees Who Perform Hazardous Work

Employees who perform hazardous work alone, without routine interaction with other employees and the public may be unable to get immediate help.

The strategy is to control the hazards associated with the work.

The following prevention strategies are essential in reducing the risks associated with this type of working alone situation:

- Safe Work Procedure – Having written safe work procedures for hazardous work is essential. They provide standard instructions to all employees to carry out the work safely.
- Equipment Safety – The employer must ensure that employees use equipment as intended and according to the manufacturer's specifications. All equipment used at a work site must be maintained in good working condition, whether or not it is being used in a "working alone" situation. High hazard equipment should have a dead man switch to

prevent continued activation of the equipment. The switch should always be in good working order.

- **Equipment and Supplies** – In addition to proper equipment, appropriate first aid and emergency supplies must be provided to employees who are working alone at a work site.
- **Travel Plan** – If employees are working alone in a remote location, the employer should establish a sign-out procedure to track their whereabouts. An “overdue employee” procedure should also be in place for locating employees who fail to report on time.

Employees Who Travel Alone

Some of the risks to employees who travel alone involve injuries from motor vehicle accidents. The risk is greater when employees cannot communicate in remote areas or are unable to summon help. Employees performing fieldwork by themselves, employees in the transportation industry and businesspeople in transit are exposed to the risk.

The prevention strategies for this situation focus on safety on the road. The following strategies should be addressed in the overall management of the risk:

- **Safe Work Procedures** - Employees must have full concentration on the road when travelling alone. An employer should allow sufficient rest time for employees who are travelling on long trips.
- **Equipment and Supplies** - Well-maintained vehicles prevent exposing employees to unnecessary risk. Appropriate first aid and emergency supplies must be provided.
- **Travel Plan** - An employer should consider a procedure appropriate to the hazards to track the whereabouts of their employees. The travel plan submitted by the employee can be used to assess the rest time available to the employee travelling alone.

Employees at Risk of Violence Because They Are Isolated

For employees who work in isolation away from routine contact with other persons, there is a risk of violent attacks by intruders. Employees in this category include custodians and security guards. Site security is therefore the most important control measure.

The following control measures should be taken by the employer to reduce the risk:

- **Safe Work Procedures** - The employer should have safe work procedures directing employees to check

the security of the work site at the beginning and at the end of the shift. The procedures should also include how to behave when confronted with an intruder.

- **Site Security** - A secure facility with a proper security system is the primary defense against break-ins. A combination of remote and personal alarms and video surveillance may be used in the security system. Windows and doors should be secured with heavy duty locks and suitable barriers. Employers should consider improving the security of windows and doors.

In a working alone situation the employer must:

Conduct a hazard assessment

- Employers must closely examine and identify existing or potential safety hazards in the workplace. The assessment must be in writing and communicated to all affected staff. Employers must also involve affected employees in conducting the hazard assessment, and in the elimination, reduction, or control of the identified hazards.

Eliminate or reduce the risks

- Employers must take practical steps to eliminate the hazards identified. If it is not practicable to do so, employers must implement procedures to reduce or control the hazards.

Provide an effective communication system

- Employers must provide an effective communication system for employees to contact other people who can respond to the employees’ need. The system must be appropriate to the hazards involved and include regular contact by the employer (or their designate) at intervals appropriate to the nature of the hazard associated with the worker’s work.

Ensure employees are trained and educated

- Employers must ensure their employees are trained and educated so they can perform their job safely.
- Employees must be made aware of the hazards of working alone and the preventative steps that can be taken to reduce or eliminate potential risks.
- These rules consider a wide variety of situations where employees work alone. Their intent is to require employers to consider the hazards specific to their work sites and to adopt safety measures that address these hazards.

Checklist for Employees Who Perform Hazardous Work (e.g., forestry workers, oil, and gas workers)

This checklist is intended to help employers implement best practices for employees working alone at hazardous jobs without routine interaction with the public. The questions in bold reflect mandatory requirements. Other questions suggest recommended practices that are highly desirable.

Yes	No	N/A	EMPLOYEE TRAINING
			Do you ensure employees are trained and competent to work alone safely?
			Are employees aware of the increased risk from carrying out the hazardous work alone?
Yes	No	N/A	SAFE WORK PROCEDURE
			Do you have a safe work procedure for the hazardous work?
			Did the employer develop the safe work procedure with the involvement of the affected employees?
			Is there a procedure requiring employees to sign out before a job, and to provide information on a travelling plan and an estimated time of return?
			Is there a procedure for the employee to check-in prior to and at the end of the planned activities at the site?
Yes	No	N/A	EQUIPMENT SAFETY
			Do you ensure equipment is in good working condition prior to being used on a work site?
			Does all equipment and machinery used by employees meet regulatory standards?
			Are equipment and machinery being used in accordance with the manufacturer's specifications?
			Is a dead-man switch used in high hazard machinery to prevent continued activation?
Yes	No	N/A	EQUIPMENT AND SUPPLIES
			Do you equip employees with the appropriate first aid supplies?
			Do employees carry the required first aid supplies?
			Do employees carry the necessary personal protective equipment?
			Do employees carry emergency supplies if they are to work in remote areas with inclement weather?
Yes	No	N/A	COMMUNICATION
			Do you have an effective means of communication for employees to contact persons capable of responding when employees need immediate assistance?
			Does the method of communication involve one or more of the following:
			Regular telephone, cell phone, or radio contact?
			Schedule check-in points with other employees?
			Others? Specify:
			Is there an "overdue employee" procedure to initiate searches for employees who fail to report?

Checklist for Employees Who Travel Alone
(e.g., truck drivers, field workers and businesspeople in transit)

This checklist is intended to help employers implement best practices for employees travelling alone while working, with no interaction with customers. The questions in bold reflect mandatory requirements. Other questions suggest recommended practices that are highly desirable.

Yes	No	N/A	
			EMPLOYEE TRAINING
			Do you ensure employees are trained and competent to work alone safely?
			Are employees informed of the hazards associated with working alone?
			For employees who must travel alone to remote locations, do they have some training in emergency survival?
Yes	No	N/A	SAFE WORK PROCEDURE
			Do you have a safe work procedure for employees travelling alone?
			Do employees have adequate rest periods between work periods when they are travelling alone?
Yes	No	N/A	EQUIPMENT SAFETY
			Do you ensure vehicles used by employees are in good working condition?
			Are all vehicles used by employees under regular maintenance programs?
Yes	No	N/A	EQUIPMENT AND SUPPLIES
			Do you provide employees with the appropriate first aid supplies?
			Do employees carry the required first aid supplies?
			Do employees carry emergency supplies when they travel in extreme cold or inclement weather conditions?
Yes	No	N/A	COMMUNICATION
			Do you have an effective means of communication for employees to contact persons capable of responding when employees need immediate assistance?
			Do you have a procedure for tracking overdue employees that is appropriate to the hazards?
			Does the method of communication involve one or more of the following: Regular telephone, cell phone, or radio contact?
			Reporting to designated locations according to the travel plan ?
			Others? Specify:

Checklist for Employees at Risk of Violence because they Are isolated
(e.g., custodians, security guards)

This checklist is intended to help employers implement best practices for employees working in isolation away from public view. The questions in bold reflect mandatory requirements. Other questions suggest recommended practices that are highly desirable.

Yes	No	N/A	
			EMPLOYEE TRAINING
			Do you ensure employees are trained and competent to work alone safely?
			Are employees informed of the hazards associated with working in isolation?
			Are employees trained in non-violent responses to threatening situations?
			Are employees trained in the proper use of security systems to prevent /discourage intruders?
			Are employees trained in questioning strangers about the appropriateness of their presence?
			SAFE WORK PROCEDURE
			Do you have a safe work procedure to secure the work site?
			Does the safe work procedure include appropriate behaviors when confronted with an intruder?
			Does the safe work procedure require a check for secure work site prior to the start and at the end of the shift?
			SITE SECURITY
			Do you provide a safe work site for employees working alone
			Does the site have a security system?
			Does the security system include the following: Remote alarm?
			Personal alarm?
			Video surveillance camera?
			Others? Specify:
			Is the alarm system regularly checked for correct operation?
			Are all doors and windows secured with appropriate barriers?
			Is public access to the work site limited?
			Are there adequate lights at the site entrance and parking areas?
			COMMUNICATION
			Does the method of communication involve the following: Regular telephone, cell phone, or radio contact with a designated person?
			Regular security patrol?
			Alarm system to security services?
			Regular visit by co-workers
			Others? Specify:

