



## Health & Safety Policies

### Policies for Ensuring Health and Safety for Chayce Employees

#### Responsibility

All managers and supervisors for Chayce Critical Facilities Cleaning are responsible for implementing and maintaining the Health and Safety Policies in their work areas and for answering employee questions about said policies.

#### Compliance

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors are expected to enforce the rules fairly and uniformly.

Each employee is responsible for using safe work practices, for following all directions, policies, and procedures, and for assisting in maintaining a safe work environment.

The following is our system/process for ensuring all workers comply with the rules and guidelines necessary for a safe work environment:

- Informing employees of the provisions of our Health and Safety Policies (HSP).
- Providing specific training on bloodborne pathogens and prophylactic measures.
- When appropriate, evaluating safety performance of staff.
- Providing training or correction for staff whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthful work practices as addressed herein.

#### Communication

Chayce maintains an open door policy regarding any and all communication as addressed in the Employee handbook:



Issues or concerns—work or personal—should be communicated to your supervisor. If for some reason you are uncomfortable speaking to that person then written or verbal communication to another member of the management team is acceptable as well.

It is of absolute importance that an associate have some means of raising concerns to management without fear of retaliation. We want to have a pleasant environment to work in and each associate should share that ideal. Fear of reprisal does nothing to help resolve a situation, and may, in fact, only make it worse.

Our open door policy stems from a desire to facilitate a flow of two-way communication not solely between supervisors and management but between all employees. A full and proper understanding of HSP is a critical part of our communication policy.

- New employee orientation includes 24/7/365 access to the Employee Handbook, bloodborne pathogen training, and to these Health and Safety Policies via our company web site.
- Covering any site specific safety and health policies or procedures.
- Safety meetings as necessary (such as before major projects) or site required meetings.
- Effective written communication of safety and health concerns between all staff, including language translation where appropriate.

### **Hazard Assessment and Accident/Exposure Investigations**

Periodic inspections are part of Chayce Standard Operating Procedure. Workplace inspections generally involve quality of work (QOW) and standard practice issues; any related safety issues are reported to respective on-site responsible parties. Any ongoing potential safety hazards which may affect or day-to-day duties are immediately communicated to supervisors and applicable staff. Assessments will be considered:

- During rollout of any new or updated client-specific policies.
- When new substances, processes, procedures or equipment which may present potential new hazards are introduced into the workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and/or illness occur.
- Whenever workplace conditions warrant an inspection.

Any assessment must have a foundation to begin with, as such we instruct our employees as follows regarding health and safety issues in their respective work environments:

#### Environment Awareness

- Awareness of surrounding environment: Be mindful of particular area you are currently occupying (this list is not all inclusive):

If cleaning restrooms, use gloves to prevent potential acquisition of pathogens.

If mopping, be sure to use wet floor signs to prevent unnecessary accidents.

If vacuuming, be aware of where your electrical cord is at and try to avoid leaving it in high foot traffic areas to reduce or eliminate possible tripping hazards.

Use hearing protection if working in areas with high noise levels.

- Employees aware and trained on policies regarding lock out/tag out areas—site engineering/facilities staff are notified and site-specific procedures followed.
- Make use of grounded multi-plug adapters in critical areas
- Employees use appropriate hazard signage when necessary (wet floor, safety cones, etc.)
- Hard hats used when necessary when performing underfloor cleaning
- We **do not** wipe down or clean battery racks or rooms except for the floors
- Employees trained on safe and proper use of ladders or step-stools; feet of all such equipment must have non-slip feet.
- Never place a ladder in front of doors which would open towards the ladder without guarding said door or properly marking with hazed signage
- Never use the top two steps of a ladder due to instability issues (center of gravity)

- Any accidents or potential hazards are to be reported to our supervisor and site security personnel.
- Equipment properly maintained in good working order; items needing repair or replacement are handled promptly.

#### Biohazard Awareness

- Acute awareness of potential for exposure to infectious agents/pathogens; proper PPE used for such situations.
- Employee understanding of reporting biohazard events or cleanups
- Bloodborne pathogen training
- Biohazard specific PPE provided to each site for event cleanups
- MSDS available for all staff and on-site facilities employees.

Proper/necessary PPE use

Regular rest breaks

Proper work ergonomics followed, e.g. lifting with legs, not the back

Proper storage of flammable materials, approved containers used

#### **Accident/Exposure Investigations**

Employees are required to report accidents or exposure incidents to their supervisor (or manager) immediately.

- Notify site Security immediately if not already notified
- Visit the scene as soon as possible
- Interview affected staff and witnesses.
- Examine area for factors associated with the accident/exposure.
- Determine cause(s) of accident/exposure.
- Implement corrective action to prevent the accident/exposure from reoccurring.
- Document accident/exposure in CCFC Hazard Report (attached).

#### **Training/Meetings**

All employees, including management and supervisors, shall have training and instruction on general and job-specific safety and health practices.

- All new staff and any working new or unfamiliar projects/assignments.
- Whenever new substances, processes, procedures or equipment are introduced and represent a potential health or safety hazard.
- Upon awareness of previously unknown hazard.

Safety meetings/awareness - typically set by individual clients, we participate as part of their safety environment on their respective schedules.

## HAZARD REPORT

<i>Area/Locality of hazard</i>	<i>Date</i>
<i>Name</i> .....  (Name of person preparing report)	
<b>DESCRIPTION OF HAZARD</b> (Include area and task involved, any equipment, tools, people involved.)	
<b>POSSIBLE REMEDIES</b> (List any suggestions you may have for reducing or eliminating the problem, e.g. re-design mechanical devices, procedures, training, maintenance work, etc.)	
<i>To be submitted to the Manager</i>	<i>Signed</i> .....
<b>ACTION TAKEN</b>	
<i>Date</i> .....	
<i>Manager</i> .....	
<i>Date</i> .....	
<i>Manager</i> .....	

