

Accident Prevention Program

Provisional Services, Inc.

Provisional places a high value on the safety of its employees. Provisional is committed to a safe workplace for all employees and has developed this program for injury prevention to involve employees in identifying and eliminating hazards that may develop during the work process. Each employee is required to read the following Accident Prevention Program and sign the Employee Acknowledgment Statement located on the employment application.

1. A description of the accident prevention program:

Attached is a formal written accident prevention program as described in WISHA regulations (WAC 296-800-140).

Basic safety rules that all employees must follow while at a Client's worksite are:

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your Client Supervisor. Find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized to do so.
- Use personal protective equipment whenever it is required
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto company property.
- Smoking is only permitted outside the building away from any entry or ventilation intake.
- Horseplay, running and fighting are prohibited.
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

2. How and when to report injuries:

- If an employee is injured or becomes ill on the job, they are to report this immediately to the Client Supervisor and Provisional Management.

3. How to report unsafe conditions and practices:

- If an employee sees something that is unsafe or someone working unsafely, they are to immediately report it to the Client Supervisor. During a break or after completing the shift, they are to notify Provisional Management.

4. What to do in an emergency including how to exit the workplace:

- Know where emergency exits, first aid kits, and fire extinguishers are located at the work site.

Fire Emergency

- If an employee discovers a fire they are to tell another person immediately. Call or have them call 911 and a Client Supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, the employee may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building.

Earthquake Emergency

If the employee is inside a building:

- They should drop under a desk or table, cover their head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- When the shaking stops, determine the nearest, available evacuation route. When the Client Supervisor gives permission, begin an evacuation of the area to the designated assembly location.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If a gas odor is in the building, tell a Client Supervisor to turn off the gas at the main. Open windows.
- Employees must not re-enter the building once evacuation is complete.

- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

If an employee is outside:

- Stand away from buildings, trees, telephone and electric lines.

If the employee is on the road:

- Drive away from underpasses/overpasses.
- Stop in a safe area.
- Stay in the vehicle.

5. Identification of hazardous chemicals used at this location:

- Some Clients may use several chemicals, including solvents and cleaners. Employees are not to work with or work in an area where they are used without being educated on the hazards of these chemicals.

6. Use and care of required personal protective equipment (PPE):

- Some tasks at the Client work site may require an employee to wear Personal Protective Equipment, such as safety glasses, hearing, protection, foot protection, etc., to protect against injury.

7. On-the-job training about what employees need to know to perform the job safely:

- Do not use equipment or attempt to do any of these tasks until you have received the required training and Personal Protective Equipment.

8. Lifting Tasks Rules:

- Do not lift on slippery surfaces.
- Test the load before doing the lift.
- Get help if the load is too heavy or awkward to lift alone.
- Break the load down into smaller components if possible to provide a comfortable lift.
- Do not overexert!
- Make sure you have a good handhold on the load.
- Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.

- Do not twist while lifting (especially with a heavy load). Turn and take a step.
- Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting if necessary.
- Avoid long forward reaches to lift over an obstruction.
- Avoid bending your back backwards to lift or place items above your shoulder. Use a step stool or platform.
- Do not lift while in an awkward position.
- Use a mechanical device such as a forklift, hoist, hand truck or elevatable table whenever possible to do the lift or bring the load up between the knees and waist before you lift.
- Back injury claims are painful for the worker and expensive for the company. Lift safely!

9. Disciplinary Action:

- Violation of this Accident Prevention Policy will result in disciplinary action up to and including immediate termination of employment and may have additional legal consequences for the individual.

10. Safety Management Meetings:

- Any safety issues that may arise, including disciplinary matters, will be discussed during the weekly, mandatory staff meetings that occur at Provisional every Wednesday morning from 8:00am – 9:00am.

WORKPLACE VIOLENCE AND DOMESTIC VIOLENCE IN THE WORKPLACE

Provisional Services, Inc. has a zero tolerance policy towards acts of workplace violence. Provisional values all of its employees and nothing is more important than their safety and security. Therefore, this organization will not tolerate threats, threatening behavior, harassment, stalking, or any other acts of violence against any of its employees, or any other person on Provisional's premises/client's premises by anyone, **including members of the public and an employee's family or household members**. Assault, battery, and domestic violence are criminal activities and it is Provisional's policy that arrest is presumed the most appropriate response.

Any individual who makes threats, stalks, displays threatening behavior, or commits violent acts on Provisional's property/client's property shall be removed from the premises as quickly as safety permits, and law enforcement will be immediately contacted. Provisional will respond to the behavior based on the needs of the affected employees and in a manner that protects all employees and eliminates the threat of further such acts, to the extent possible. Response by Provisional may include, but is not limited to: obtaining a restraining order, altering the affected employee's work schedule or providing him or her with needed time off, and providing referrals to local domestic violence services. Additionally, Provisional may suspend and/or terminate any type of business relationship with the person responsible for the behavior or immediately carry out disciplinary action up to and including termination of employment where the responsible individual is an employee of Provisional.

Acts of violence include, but are not limited to, the following:

- Physically harming another;
- Shoving;
- Pushing;
- Harassing;
- Intimidating;
- Coercing;
- Fighting;
- Possession of any type of weapon on Provisional/Client premises, including parking facilities;
- Unwelcome name-calling and/or obscene language directed at another individual;
- Threats or talk of any such activities.

Employees shall assist Provisional in maintaining a violence-free workplace by reporting warning signs or incidents of violent behavior to Provisional immediately. All reports will be investigated and kept strictly confidential.

Warning signs of violence may include, but are not limited to, the following:

- Verbal, nonverbal or written threats or intimidation;
- Irrational beliefs and ideas;
- Fascination with weaponry and/or acts of violence;
- Expressions of a plan to hurt himself or others;

- Externalization of blame;
- Unreciprocated romantic obsession;
- Taking up too much of supervisor's time with behavior or performance problems;
- Fear reaction among co-workers/clients;
- Drastic change in belief systems;
- Displays of unwarranted anger;
- New or increased source of stress at home or work;
- Inability to take criticism;
- Feelings of being victimized;
- Intoxication from alcohol or other substances;
- Expressions of hopelessness or heightened anxiety;
- Productivity and/or attendance problems;
- Violence towards inanimate objects;
- Steals or sabotages projects or equipment;
- Lack of concern for the safety of others.

Employees are responsible for making this report regardless of the relationship between the individual who initiated the behavior and the person(s) who were threatened or were the focus of the threatening behavior. The employee should report the threat to their Client supervisor and their Provisional manager.

All employees who apply for or obtain a protective order or restraining order which lists the Client and/or Provisional premises as being a protected area, **shall** provide his/her supervisor with a copy of the petition and declarations used to seek the order, a copy of the temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. *Provisional understands the sensitivity of the information requested and all information will be kept confidential.* Failure to report such a protective or restraining order may result in danger to co-workers and those utilizing Provisional's services. Therefore, such failure may result in disciplinary action, up to and including immediate termination of employment.