



IES SAFETY POLICY

Innovative Employee Solutions

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OVERVIEW

Innovative Employee Solutions (IES) is totally committed to safety and loss control and it is our intention that each employee shall work under the safest conditions possible. We will strive to maintain a safe workplace and equipment that is free from recognized hazards. It is our goal to ensure our clients provide you with appropriate information, training, supervision, and personal protection equipment so that you can perform your job in a safe and proper manner. IES follows all OSHA and Federal and State Laws regulating work-place safety.

We believe that most accidents can be avoided by using common sense and personal initiative. It is not our intention that you should perform any task that you believe is unsafe. Our clients have been instructed to teach and guide employees unfamiliar with safe operations and practices. Many accidents occur when employees take short cuts and ignore established safety rules and regulations. Established safety rules and regulations are to be followed at all times.

Each employee shall be responsible for their performance and adherence to our safety rules.

Failure to do so can lead to disciplinary action or dismissal. Any employee who feels unsafe in his or her workplace should notify their supervisor and contact IES Human Resources as soon as possible.

SAFETY POLICY STATEMENT

It is our hope that you are never injured. However, if you are injured, we want you to have the best and most immediate care available. In addition, we want to be sure that your benefits are paid promptly.

If you delay in telling us of an injury, we cannot do our part. No matter how small an accident may be, report it as soon as reasonably practical after realizing that an injury has occurred to Innovative Employee Solutions, even if medical treatment is not necessary. IES will not retaliate against any employee for reporting an injury or accident and will not tolerate or permit retaliation by management, employees or co-workers.

Please read the following Safety Rules and contact IES Human Resources if you have any questions. It is our policy that accident prevention shall be considered of primary importance in all phases of our operation and administration. Federal and State Occupational Safety and Health Acts (OSHA) and good safety practice requires that all employers provide safe and healthy working conditions for all of their employees. This requirement is especially difficult for a staffing service, as we have little control over the facilities where the majority of our employees work. We have an obligation to ourselves, to you, and to our clients to ensure that the work assigned by our clients is free from unsafe working conditions and/or hazards, and to achieve the greatest degree of freedom from accidents.

GENERAL SAFETY RULES

We have developed these safety rules patterned after the Federal OSHA requirements. Read and become familiar with these rules and other safety rules that apply to your job.

1. Report any injury to Innovative Employee Solutions as soon as reasonably practical after realizing that an injury has occurred.
2. Report any observed unsafe or hazardous condition to your employer/supervisor.
3. Horseplay is always prohibited.
4. Drinking alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will be subject to disciplinary action up to and including termination of employment.
5. If you do not have current First Aid Training, do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
6. Appropriate clothing and footwear must be worn on the job at all times.
7. Where there exists the hazard of falling objects, an approved hard hat must be worn.
8. You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.
9. You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.
10. Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instructions and training.
11. Never remove or by-pass safety devices.
12. Do not approach operating machinery from the blind side; let the operator see you.
13. Learn where fire extinguishers and first aid kits are located.
14. When lifting, use the approved techniques, i.e., Bend your knees, keeping your back as straight as possible, etc.
15. Maintain a general condition of good housekeeping in all work areas at all times.
16. Obey all traffic regulating when operating vehicles on public highways. *Note: If driving on the job, be sure you have reviewed Innovative Employee Solutions' Driving Policy and that Innovative Employee Solutions has been notified of this so that insurance requirements are met.*
17. When operating or riding in company vehicles or using your personal vehicle for business purposes, the vehicle's seatbelt shall be worn.
18. Be alert to hazards that could affect you and your fellow employees.
19. Obey safety signs and tags.
20. Employees must refrain from using any personal communication devices (PCD), including handheld wireless devices, cell phones (unless hands free), and pagers while driving. When it is necessary to use a PCD, employees must drive to a safe area and use the device while the vehicle is not in motion.
21. Always perform your assigned task in a safe and proper manner; do not take shortcuts. Taking shortcuts and ignoring established safety rules is a leading cause of employee injury.
22. Avoid leaning back in chairs and keep file and desk drawers closed.
23. Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect your judgment.

EYE PROTECTION

Within the workplace there exists hazards that could cause an injury to the eye. In certain instances, the resulting injury could result in blindness.

1. Use eye protection when required to do so and where eye hazards are encountered. The correct type of eye protection should be used for the conditions encountered. The safety glasses, goggles, and face shields should be properly worn, fit properly, not distort or limit vision, be cleaned on a regular basis, and be constructed of tempered, impact-resistant glass or plastic.
2. When required to wear eye protection because of exposure of chemicals, you should only wear contact lenses when the eyes are protected by a full-face shield or goggles. Contact lenses should be removed if the eyes must be flushed out because of chemical contamination. The contact lenses should be removed during the flushing process and not before beginning the flushing process.
3. If you will be exposed to chemical hazards, ask about the proper use of eye wash stations and emergency showers.

FIRE PROTECTION AND PREVENTION

1. Portable extinguishers should be located such that they are mounted and visible.
2. Employees should be trained in the different types of fires, different types of extinguishers and the proper use of the extinguisher in putting out a fire.
3. Employees are to obey all **No Smoking** signs.
4. Use only approved containers for the storage of flammable liquids.
5. All combustible materials (wood, paper, liquid) should be kept at least 10 feet away from gas fired heaters.

HAND AND POWER TOOLS

1. Inspect all tools before using and do not use defective tools.
2. Use tools only for their designed application.
3. Do not use tools with mushroomed heads, sloppy connections, split or broken handles, or that have other defects.
4. Make sure electrical tools are grounded, are double insulated, or have an operable ground fault interrupter in the circuit.
5. Disconnect tools and machines from their power source before making adjustments or attachment changes.
6. All air powered tools must have safety clips or retainers on all connectors.
7. When using woodworking machines or saws, use guards or push sticks when possible. Do not place fingers closer than three inches to rotating blade.
8. Do not remove guard or safety devices.
9. Inspect abrasive wheels for cracks, chips, or other defects before mounting.

HOUSEKEEPING AND MAINTENANCE

1. Work areas should be kept free of objects on the ground or floor to reduce the hazard of slips and falls.
2. Oil and grease should not be allowed to remain on walking surfaces and should be immediately cleaned.
3. Oily rags should be placed in closed metal containers until disposed.
4. Passageways, ramps and stairways should not be used for storage areas and should be kept clear at all times. Work areas, exits and aisles should also not be used for storage areas and should be kept clear at all times.
5. Electrical cords should not run across walkways.
6. Specific storage areas should be established, and all materials should be stored using proper and safe storage methods.
7. Walking surfaces should be kept clear of debris, lint, dust, oil, paint or spray residue, granular materials, sand, mud, ice and other slippery, traction-robbing material.
8. Standing water should not be permitted on any walking surface.
9. Adequate lighting should be provided so that employees can perform their assigned task in safety.
10. Adequate ventilation should be provided to prevent any accumulation of obnoxious fumes or flammable vapors.
11. Refuse should be removed from the building on a regular basis and stored away from the building until picked up and disposed.
12. Keep paper clips, tacks, pins and other objects off the floors.
13. Store all sharp objects properly when not in use.
14. Open and close doors cautiously and use extra caution at blind hallway intersections.
15. Open only one file cabinet drawer at a time to avoid tip-over. Cabinets should also be loaded from bottom to top and emptied in the reverse order.

LADDERS

1. Before each use, all ladders should be inspected for damaged rungs, split or cracked side rails. Faulty ladders should be tagged and taken out of service.
2. All portable ladders should be inspected on a regular basis.
3. When ascending or descending a ladder, you should face the ladder.
4. Ladders placed in doorways, walkways or other congested areas should be barricaded or guarded.
5. The top of portable ladders should be extended 36 inches above the landing and be secured. If the ladder is a special hanging type unit, then this requirement is waived.
6. All straight ladders should have non-skid feet and be securely tied off or held by another employee.
7. Metal ladders are not to be used where there is a possibility of electrical contact.

MATERIAL HANDLING

1. Stack material so it will not slide, roll, fall or collapse.
2. Always allow good access to stored materials.
3. Store flammable materials apart from other materials.
4. Never store excess amounts of materials on scaffolds or platforms.
5. Remove all projecting nails from lumber before stacking or bend over before discarding.
6. Always block cylinder shaped materials to prevent rolling.

TELECOMMUTING

1. Offices shall be maintained in a safe condition, free from hazards and other dangers to the worker and equipment.
2. Workers' Compensation liability is limited to the workspace.
3. Telecommuters may not invite co-workers, subcontractors and vendors to the telecommuting workspace and are personally liable for injuries to third persons and/or members of employee's family at the telecommuting work location.
4. Telecommuters must notify IES Human Resources of any job-related injury or illness.

Safety is a team effort – Let us all work together to keep this a safe and healthy workplace.