



Subject: General Safety Policy

Approval

| Title | Name | Signature | Date |
|---------------------------|------------------|-----------|----------|
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| Quality Assurance Officer | Jim Sumner | | 06-30-22 |

Document Revision History

| Effective Date | Revision number | Review Type | Evaluators | Revisions |
|----------------|-----------------|-------------|------------------|--------------------------------------|
| 06-01-11 | 0 | Internal | Jim Sumner (ETS) | Original document |
| 10-01-17 | 1 | Internal | Jim Sumner (ETS) | • Updated policy to NELAP format. |
| 06-30-22 | 2 | Internal | Jim Sumner (ETS) | • Removed requirements for meetings. |

Scope and Application

The safety policy of Environmental Testing Solutions, Inc. is to comply with the Standards of the Occupational Safety and Health Act and to endeavor to have a safe and injury/illness free job.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the company. The final authority and individuals with the ultimate responsibility for enforcement of the policy has been given to Kelley Keenan and Jim Sumner, the principal owners of Environmental Testing Solutions, Inc. The responsibility for the day-to-day management of the policy also lies with Kelley Keenan and Jim Sumner. While these individuals have certain management and administrative duties as Safety Coordinators under this policy, our safety policy requires that every employee fully supports the policy for it to be successful.

Policy

It is Environmental Testing Solutions, Inc.'s policy that accident prevention is a concern for everyone. It includes not only prevention of wasteful and inefficient operations, damage to property and equipment but foremost the safety and wellbeing of our employees, subcontractors, and customers. The Safety Policy will be carried out according to guidelines established and published in this and other related procedures. Employees will be responsible for meeting all the requirements of the Safety Policy and for maintaining an effective accident prevention effort within their area(s) of responsibility.

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Implementation

Our Company's Safety Policy has been designed for maximum employee involvement in four fundamental ways:

1. Management's commitment to safety.
2. Effective job safety training for all employees.
3. Job hazard analysis and safety training given with every task.

Assignment of Responsibilities

A. Supervisors

- Maintain an active safety policy whereby all members of management promote awareness and safe work practices on ETS grounds and vehicles.
- Provide a work environment in which identified occupational hazards are controlled.
- Require all employees to follow established safety rules and safe work practices. Safety performance will be measured and included in Job Performance Evaluations.
- Provide adequate resources for achievement of approved safety objectives.
- Actively support the safety policy as an example to employees.
- Delegate authority to others to expedite and facilitate the application of the safety policy.
- Maintain responsibility and accountability for safety performance under their direction.
- Institute and enforce work practices where feasible to control workplace hazards.
- Review and follow-up on accident/injury investigations to ensure that root cause(s) of all accidents and near misses has been identified and appropriate corrective action has been taken.
- Ensure all employees and subcontractors under their direction are informed of the safety policy and receive a copy of the safety rules.
- Evaluate all injuries and accidents.
- Investigate accidents/injuries as considered necessary by management.

B. Safety Committee

- Evaluate the policy on a regular basis and adjust as necessary.
- Educate and train employees concerning potential job hazards and the associated safeguards.
- Assist applicable supervisor(s) if necessary, in safety orientations for new employees.
- Assist in establishing procedures and guidelines for the Safety Policy.
- Bring safety concern of other employees to the attention of the supervisor.
- Notify supervisor of inadequate or insufficient personal protective equipment (PPE) items.
- Check fire extinguishers, eyewash bottles, spill kits and shower periodically.

C. Employees / Subcontractors

- Read, follow, and support the safety policy.
- Perform their job in the safest manner prescribed.
- Inspect work area regularly, report workplace hazards, unsafe acts and make suggestions to correct/control hazards.
- Perform job duties in a way that enhances their personal safety and that of their fellow workers.



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- Report all injuries and accidents to the supervisor on the day of occurrence, even if you deem them to be minor.
- Keep the work area and/or job site clean and organized.
- When in doubt of a job procedure or a safety issue, ask your supervisor.

Reporting Of Injuries

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

1. How accident occurred.
2. What they were doing at the time of the accident.
3. What employees were present at the time of the accident.
4. When and where it happened.
5. Other pertinent information that will aid in the investigation of the accident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of Safety Policy and the employee may be subject to immediate termination. An Accident Report Form (Exhibit P6.1) of the accident or injury will be completed within one business day of the event.

Every employee is expected to comply with the Safety Policy.

Safety Meetings

- Safety will be part of employee meetings.
- Subjects for safety meetings will be chosen by management.
- A written record will be kept indicating the subject(s) discussed, date, attendees and conducting speaker.
- Safety records will be retained for one year.

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Safety Rules

The purpose of safety rules is to thoroughly acquaint each of you with a set of safe working rules and procedures that will help you to preserve your health and welfare.

No safety policy, however complete, can cover all conditions that might arise; therefore, it is necessary for you to use your best judgment along with the observance of established job safe practices. It is the desire of Environmental Testing Solutions, Inc. to establish the safest working conditions by using the safest protective devices and equipment available and to promote a good housekeeping program.

It is necessary to have your cooperation to promote a good safety policy. If you do not completely understand all your job procedures and safety rules, ask your supervisor for an explanation prior to starting work. It is Management's responsibility to provide the equipment and methods for your safe work performance. However, it is your responsibility to work according to established procedures. Accidents are caused; they don't happen. You can prevent accidents by putting forth your best daily efforts and give your complete cooperation in accomplishing your assigned tasks. Let's remember, your job is only as safe as you make it.

General Safety Rules

Personal Conduct

The following will not be tolerated.

- Deliberate failure to follow established safe work practices, rules or regulations provided by Management.
- Disregard of any supervisor's instructions.
- Attitudes of indifference, recklessness, hostility, and inattention to the work are performed.
- Horseplay of any kind.
- Drinking of alcoholic beverages or taking controlled drugs.
- Sleeping on the job.
- Disabling or bypassing any safety devices

Physical Condition

The following physical conditions must be reported to your supervisor immediately upon receiving either a verbal or written report from a medical doctor.

- Defective eyesight.
- Defective hearing.
- Muscular weakness.
- Either high or low blood pressure.
- Heart disease and/or problems.
- Any other physical defect that might affect your safe work performance.
- All accidents, whether resulting in injuries or not, all sickness or other ailments no matter how slight they may seem, which are in any way, attributable to or connected with your employment, must be reported to your supervisor immediately.



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- In any accident requiring the services of a medical doctor, a supervisor must be notified immediately.

Clothing and Safety Equipment

- Required personal protective clothing and/or equipment shall be worn as deemed necessary by your immediate supervisor.
- Existing written standard operating procedures pertaining to your job assignments will prevail. Additional safety procedures may be required by your immediate supervisor, as deemed necessary.

Housekeeping and Personal Welfare

- Clean bodies and clothes are essential to good health, and such should be maintained.
- All trash and/or waste containers, packing and paper boxes, etc. must be put in the proper place.
- All work areas must be cleaned before the job can be accepted as being complete.
- Aisles, steps, and other passageways must be kept clean and free of obstruction.
- Toilets and break areas are provided for personal needs and must be used for these purposes. They are to be always kept clean and orderly.
- Do not run up and down stairwells. Use provided handrails. Never carry loads up and/or downstairs that block your vision while walking. Never leave obstructions in stairwells.
- Additional safety rules may be added by supervision in each individual work area. These rules will also be followed by all employees.

Safety is everyone's responsibility. Let's prevent accidents rather than treat the results that unsafe practices and unsafe conditions can produce.

Compliance with Rules

All personnel are expected to fully comply with this Safety Policy. Any failure to do so will result in appropriate disciplinary action. All disciplinary action will be consistent with fair and just treatment of each individual employee. Any disciplined employee who feels he or she has not been fairly treated should follow the established procedures in resolving this problem.

The listed Safety Rules are illustrative and should not be viewed as an exclusive listing to encompass situations specifically mentioned. Management always reserves the right, when circumstances warrant it, to promulgate new rules or modify existing ones in order to insure a safe, healthy and productive work environment for all our employees, contractors, or guests.

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Training

Safety training will be provided for new employees, and/or existing employees as required.

1. Know associated job hazards and safeguards.
2. Potential job hazards and safeguards.
3. Required personal protective equipment.
4. Know where to get assistance when needed.

The training should be accomplished by the supervisor, but may be done by a training specialist or any outside consultant such as a vendor or safety consultant and/or the safety coordinator.

First Aid

The laboratory will be equipped with a first aid kit for use in emergency situations. Materials in the kit will not be used in lieu of seeking competent medical care.

In the event on injuries on the job, employees must notify supervisors of their injury. The supervisor will decide the best possible action for the injury.

Emergency Preparedness Program

- Discuss evacuation plans that will include evacuation routes and predetermined safe assembly areas.
- Train employees and subcontractors in emergency procedures, evacuation, and assembly areas.
- Emergency plans will be updated periodically and will include training of the employees and subcontractors.

Enforcement of Safety Policy

Safety violation notice(s) shall be issued to any employee, subcontractor or anyone on the jobsite violating the safety rules or regulations.

- Any violation of safety rules can result in suspension or immediate termination.

It is understood that Environmental Testing Solutions, Inc. is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

Exhibits

Exhibit P6.1: Accident Report Form



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ACCIDENT REPORT FORM

Employee Name: _____

Supervisor Name: _____

Date of accident: _____ Time of accident: _____

How accident occurred (what were you doing at the time of accident):

Employees present at time of accident: _____

Where did accident occur: _____

Any other pertinent information:

Off site medical attention required: Yes _____ No _____

If yes, type of attention:

In -house medical Attention required: Yes _____ No _____

If yes, type of attention:

I certify that my answers are true and complete to the best of my knowledge.

Table with 6 columns: Employee Name (Print), Employee Name (Signature), Employee Date, Supervisor Name (Print), Supervisor Name (Signature), Supervisor Date.