

ADVANCED
PROFESSIONAL SECURITY



SAFETY PLAN
for APS Employees

Revised 5.1.18

Management Guidelines

An effective program describes the systematic identification, evaluation, and prevention or control of **general** workplace hazards, **specific** job hazards, and **potential** hazards that may arise from foreseeable conditions.

Although compliance with the law (including specific OSHA standards) is an important objective, managing a business for safety requires an effective program that looks beyond the law's requirements and addresses all hazards. A safety program will seek to prevent injuries and illnesses, whether or not compliance is an issue. This approach will not sacrifice safety and health protection for productivity but will make safety the source of productivity.

An effective occupational safety and health program will include the following four elements.

(1) Management commitment and employee involvement are complementary. Management commitment provides the motivating force and the resources for organizing and controlling activities within an organization. In an effective program, management regards workers' safety and health as a fundamental value of the organization and applies its commitment to safety and health protection with as much vigor as to other organizational purposes. Employee involvement, independently or through a safety committee, provides the means through which workers develop and/or express their own commitment to safety and health protection, for themselves and for their fellow workers.

(2) Worksite analysis involves a variety of worksite examinations, to identify not only existing hazards but also conditions and operations in which changes might occur to create hazards. Lack of awareness of a hazard that stems from failure to examine the worksite is a sure sign that safety and health policies and/or practices are ineffective. Effective management actively analyzes the work and worksite, to anticipate and prevent harmful occurrences.

(3) Hazard prevention and controls are triggered by a determination that a hazard or potential hazard exists. Where feasible, hazards are prevented by effective design of the jobsite or job. Where it is not feasible to eliminate them, they are controlled to prevent unsafe and unhealthful exposure. Elimination or control is accomplished in a timely manner once a hazard or potential hazard is recognized.

(4) **Safety and health training** addresses the safety and health responsibilities of all personnel and should be incorporated into all training (i.e. equipment/tool training, safety behavior, PPE, emergency response). Employees should receive proper job instruction on safe work procedures and how these work procedures protect against exposure to hazards. The training complexity depends on the size of the worksite and the nature of the hazards and potential hazards at the site.

Managers and supervisor should demonstrate their responsibility for safety and health by:

- Becoming familiar with the safety responsibilities and activities of all personnel reporting to them and providing support in any way required.
- Providing maximum support to all programs and committees whose function is to further the cause of safety and health in the workplace.
- Assisting all personnel to develop safety skills and knowledge, providing rules and procedures to guide the safe conduct of employees, and personally following the safety rules.
- Providing a system of recognition for successful safety performance.

The Safety and Health Policy and Plan

Management Safety Policy

The management of Advanced Professional Security is committed to the safety and health of our employees, customers, and work sites. We are responsible for providing the resources necessary for employees to follow the *Montana Safety Culture Act* and other safety regulations related to our work. We will strive to set expectations for continual improvement as a safe Montana business.

At Advanced Professional Security management will participate in establishing and maintaining an effective safety program in accordance with the requirements of the *OSHA Safety Culture Act* this includes:

- Provide each new employee with a general safety orientation containing information common to all employees and appropriate to the business operations before they begin their regular job duties.
- Provide job- or task-specific safety training appropriate for employees before they perform the job or task without direct supervision.
- Provide regular refresher training.
- Develop awareness and appreciation of safety through newsletters, periodic safety meetings, posters and safety incentive programs.
- Provide periodic self-inspection for hazard assessment when the safety program is implemented, new worksites are established, and thereafter as appropriate to the business operations, but at least annually.
- Including documentation of performance of activities for at least three years.

This policy statement serves to express this company's commitment to and involvement in providing our employees a safe and healthy workplace.

Our Plan

1. Safety & Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each new employee shall be given a general safety orientation containing information common to all employees and appropriate to the business operations before they begin their regular duties. Our plan will include:

- Accident and hazard reporting procedures,
- Emergency procedures,
- Fire safety,
- First aid,
- Personal protective equipment (PPE), and
- Worksite hazards.

Each employee has access to a copy of the written safety program, through his or her supervisor, for review and future reference, and will be given a personal copy of any safe work practices, policies, and procedures pertaining to his / her job.

2. Job- or Task-Specific Training

Safety training for employees will be conducted before they perform their job or task without direct supervision. This training will include:

- Specific safety rules, procedures and hazards.
- Identification of the employer's and employee's responsibilities regarding workplace safety.
- Conducted by personnel knowledgeable of the tasks.
- Conducted when the safety program is established, job assignments change, new substances are introduced into the workplace, and when a new hazard is identified.

3. Regular Refresher Safety Training

Regular refresher training will be conducted as outlined below:

- Be held on an annual basis and when necessary throughout the year.
- Contain material to maintain and expand knowledge and awareness of safety issues in the workplace.

4. Safety Awareness

Advanced Professional Security will provide a system for the employer and employees to develop an awareness and appreciation of safety. This will include:

- The company newsletters.
- Periodic safety meetings.
- Posters.
- Safety incentive programs when appropriate.

5. Hazard Assessment

It is the responsibility of the APS Field Operations Manager to provide periodic self-inspections for hazard assessment when the safety program was implemented or if new worksites are established. In addition, hazard assessment is performed as often as appropriate for our business operation, but at least annually. This assessment will:

- Identify hazards and unsafe conditions.
- Identify corrective action needed.
- Documents corrective action taken

Attached Resource: How to Create and Use an Effective Self-Inspection Checklist Form. Please see sample.

6. Documentation

All activities listed above will be documented, and this documentation will be kept for 3 years.

- Documentation will include: date, time, location and description of training, inspections and corrective actions.

- In addition, participants involved with training, inspections, and trainers will be identified.

7. Responsibilities

Senior Managers/Managers

- Ensure that safety is adequately budgeted for the department, job and project.
- Communicate policies and procedures to all employees and make accessible within the department.
- Establish a system of recognition and awards for outstanding safety service or performance.
- Conduct periodic worksite inspections.
- Develop and enforce safety rules and safety practices/behavior.

Supervisors

- Ensure new-hire safety orientation is given to new employees and that all employees are trained before they start a new task.
- Ensure employees are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Conduct or designate qualified personnel to conduct periodic inspections of the workplace.
- Investigate all incidents and take immediate corrective action to prevent reoccurrence.
- Provide safety meetings on a regular basis and require attendance of all workers.

All Employees

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor immediately.
- Never operate a piece of equipment unless you have been trained on it and authorized to use it.
- Report all unsafe or broken equipment or tools to your supervisor immediately.
- Report all unsafe conditions, work practices, or behaviors to your supervisor immediately. Horseplay, running and fighting are prohibited.
- Obey all safety warning signs.
- Report all work-related accidents and/or injuries to your supervisor immediately.

8. **Accident/Incident Investigation Procedures** The supervisor at the location where the accident/incident occurred will perform an accident/incident investigation. Incidents can include property damage, near misses and work-related injuries and illnesses. These investigations are to assess the nature and the cause of the incident, not to place blame on personnel. Supervisors need to investigate accidents/incidents using procedures that include:

- Implement temporary control measures to prevent any further injuries to employees or damage to equipment, property or the public.
- Review the equipment, operations and processes to gain an understanding of the incident.
- Take written statements from witnesses, and photograph the incident scene and any equipment involved.
- Document as soon as possible after the incident the condition of the equipment and anything else in the work area that may be relevant.
- Investigate causal conditions, unsafe acts, and a sequence of events leading up to the incident. Conclusions should be based on existing facts.
- Complete the incident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training, if needed.

All accidents/incidents must be reported immediately to his / her supervisor. Incident investigation reports must be submitted to the designated management personnel as soon as possible after the incident.

Attached Resource: Initial Incident Investigation Form.

Safety Committee

Purpose

Advanced Professional Security has an established safety committee. The purpose of our safety committee is to regularly bring workers and management together in a non-adversarial, cooperative effort to promote occupational safety and health in the workplace. It is an opportunity to assist the employer and make recommendations for change regarding safety issues. It is a joint effort to detect and correct workplace hazards, reduce injuries and illnesses, and increase safety awareness. The committee is visible and approachable for safety and health concerns, suggestions and problem solving.

Organization

The Safety Committee is composed of managerial and non-managerial representatives and hold regularly scheduled meetings, at least once every four months. In order to accomplish these objectives successfully, the committee is:

- Be of sufficient size and number to provide for effective representation of the workforce and meet at least once every four months.
- Have more than one safety committee for employers with multiple sites.
- Improve workplace safety programs and identify corrective measures needed to eliminate or control recognized safety and health hazards.
- Our safety committee activities assist Advanced Professional Security in fact finding that may include:
 - Assessing and controlling hazards
 - Assessing safety training and awareness topics
 - Communicating with employees regarding safety committee activities.
 - Developing safety rules, policies and procedures.
 - Educating employees on safety-related topics.
 - Evaluating the safety program on a regular basis.
 - Inspecting the workplace.

- Document and disseminate minutes of each meeting and other related activities. Records shall be maintained for at least three years.
- Communicate the purpose, activities and accomplishments of the committee to all employees and management (safety bulletin boards, newsletters, etc.).

Attached Resource: Safety Committee Meeting Minutes Form

Return to Work

Advanced Professional Security offers a Return to Work program for the health and benefit of our valued employees and our company. Programs such as ours help injured employees return to meaningful, medically appropriate work—and their full compensation—sooner. They facilitate healing; help retain employees, lower medical and indemnity costs, and controls our company's workers' compensation premiums.

Our program includes:

- Active incident management tools, such as first injury reports, notification letters for physicians and work capacity analysis forms.
- Temporary transitional employment options that fit the injured employee's specific capabilities.
- Incident investigation to help prevent similar injuries in the future.

Additional Resources: Go to www.returntoworkmt.com to access all of the appropriate forms mentioned above

As an **employee, you must:**

- Report any workplace injury that requires medical attention of any kind to a supervisor or management immediately.
- Notify your physician of our Return to Work program and present a Work Capacity Analysis Form at the time of your initial exam (will be done by a supervisor in the event that the injured employee is medically unable).
- Check in with **(Insert Appropriate Employee Name)** as soon as possible and maintain regular communication regarding your status and progress.
- Accept any temporary transitional duties approved by your physician and offered by this company to facilitate your return to the workplace.

Questions regarding our Return to Work program and policies should be directed to **(Insert Appropriate Employee Name and Contact Information)**.

As a **Supervisor, you must:**

- Train employees on the proper reporting and return to work procedures.
- If possible, accompany injured worker to medical provider to notify the provider about your company's Return to Work (RTW) program and provide an explanatory letter.
- Complete Initial Incident Investigation Form.
- Develop alternative assignments to meet the medical provider's assessment of capabilities—be sure to consult management, the injured employee and the RTW Specialist.
- Communicate with the company RTW Specialist.
- Supervise returning employees to ensure ongoing success with transitional duties.

SUGGESTED LANGUAGE FOR COMPANY POLICY MANUAL

For this program to be successful, injured employees must report all injuries to the Field Operations Manager on the same day of the incident. We will provide our injured employees with information about our RTW program and other materials that can be presented to the treating medical provider so a temporary transitional duty assignment can be designed as soon as possible.

Thank you, and please remember most injuries can be prevented.

Sincerely,
(Name)
(Title)

I have read and understand the above:

Employee Signature: _____

Date: _____

Employee Safety Orientation

Instructions: Each employee must be given a safety orientation before beginning work. This checklist documents that each required item was explained to the employee. The supervisor is to place a check in each box after the item has been explained. Employees are not to sign this form unless all items have been explained and all questions have been answered satisfactorily.

The employee _____ has been:

- Told about parts of the written safety program that describe the employer's safety efforts.
- Given a copy of the employee safety manual and general safety rules and has read it.
- Told who his/her elected safety committee representative is.
- Told when required safety meetings are scheduled.
- Told to report all injuries and shown how to do this.
- Told to report all hazards to her/his supervisor and shown how to do this.
- Shown where the first aid supplies are located and who to call for first aid.
- Shown where the exits are located and the route from the assigned workstation.
- Told what to do during any emergencies that could be expected to occur.
- Shown how to operate a fire extinguisher.
- Trained on chemical hazards according to the Chemical Hazard Communication Program.
- Shown where to find the Material Safety Data Sheet (MSDS) file and program document.
- Taught how to read labels and use the MSDSs.
- Told generally what kinds of chemicals we use and their hazards.
- Informed about the hazards and precautions related to chemicals he/she will be using.

- Trained on safe methods to perform the job/task the employee was assigned.
- Given any personal protective equipment (PPE) required and trained on how to use and care.
- Provided any formal training required to do his/her job such as proper lifting, forklift operation etc.

The signatures below document that the above orientation was completed on the date below. Both parties accept responsibility for keeping our workplace safe and healthful.

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

How to Create and Use an Effective Self-Inspection Checklist

Regular self-inspection of your workplace can be an effective way of finding and eliminating hazards before they cause injuries. Having a list of items to spot check will help you catch problems that you think might happen. Generic checklists are not always effective tools because they are either very long and list items that do not apply to your workplace or are too general and do not remind you to check specific items in your operation. The attached template will get you started in writing a custom checklist(s).

1. Pick out and delete items under each category that do not apply in your workplace.
2. Add new items to the checklist and make existing items more specific to your operation based on your experience with:
 - Causes of past injuries/illness.
 - Previous hazards identified during OSHA compliance or consultation visits
 - Previous hazards noted by your insurance company.
 - Safety issues that you frequently remind or discipline employees about - such as missing guards, unsafe shortcuts in the production process, or personal protective equipment (PPE) that is not worn.
3. You should also add items to routinely check, based on your study of:
 - OSHA standards that cover your operations and equipment.
 - Work rules and PPE requirements in your safety program.
 - Manufacturer's operating instructions and PPE recommendations for tools and equipment.
4. Leave some blank lines so the person using the checklist can note hazardous conditions that do not fit any of the listed items. Give self-inspection duties to several people - perhaps on a rotating basis, or give each person an area to inspect. Maybe they can even trade areas every so often to let a "fresh pair of eyes" spot hazards that workers may have come to accept as normal.

Sharing this responsibility raises hazard awareness of more employees. It also reinforces the idea that a safe workplace is the responsibility of both management and employees.

Worksite Inspection Checklist

Date _____
Location _____
Inspector _____
Inspector _____
Inspector _____

General

- Is the safety bulletin board up and visible?
- Are safety committee/meeting minutes posted or communicated?
- Do employees know how to report unsafe working conditions?
- Are near miss and injury investigations conducted?
- Do employees know where the accident prevention program is and what it says?
- Are first aid kits well marked and accessible by employees at all times?
- Do employees know where and how to get first aid?
- Is each first aid kit complete? (A list of required items inside each kit is helpful)
- Are first aid trained employees cards current?

Emergency Evacuation & Emergency Exits

TIP: Getting the evacuation map of your office will help you check and document any noted concerns.

- Are emergency phone numbers posted where they can be seen from telephones?
- Are all exits and paths to/from exits free of obstructions?
- Are exits clearly marked?
- Are exit routes clearly marked and well lit?
- Do emergency lights work?
- Are doors that could be mistaken for a way of exit marked "Not an Exit" or with the name of the room?
- Can all exits be opened from the inside without a key?
- Do emergency alarms work?
- Are evacuation/fire drills conducted regularly?
- Do employees know where to gather?

Electrical

- Are extension cords used only for temporary use?
- Are power cords free of splices, taps, and damaged insulation?

- Do all extension cords have ground pins in place?
- Are live electrical parts on tools, equipment, building wiring, and electrical panels enclosed to prevent contact?
- Do circuits become overloaded? If so why?
- Are breaker boxes clear and can they be accessed when needed?
- Are machines that have moisture (e.g.: refrigerators, air conditioners) or used outdoors or in industrial settings grounded?
- Do electrical cords and equipment used at wet locations have waterproof covers or seals to keep moisture out?

Work Stations

- Are chairs in good condition?
- Are the workstations adjusted for the person?
- Are materials stored safely?

Housekeeping

- Are toilets and washing facilities clean and stocked with supplies (soap, towels, toilet paper)?
- Is clean drinking water from a fountain or with individual drinking cups provided?
- If drinking water is supplied in containers, are they kept clean and closed?
- Are waste containers kept clean and emptied as needed?
- Is there effective drainage for wet areas?
- If you have non-potable or not-fit-for-drinking water outlets, are they marked as such?
- Are scrap materials stored safely to prevent tripping, fire or pest hazards?
- Are spills cleaned up promptly?

Chemical Safety

- Is there a written hazard communication program? Is it accessible?
- Are employees trained in the program, safe use, and hazards of the chemical that they are exposed to?
- Can an employee find the MSDS for a chemical he/she is using and tell you about the hazards and required PPE?
- Do all chemical boxes, bottles, bags, tanks, etc. have a label that has the chemical name and appropriate hazard warning?
- Is the chemical list current?

Lighting

- Is there sufficient lighting in work areas?
- Are parking areas equipped with sufficient security lighting?
- Are temporary lights protected from accidental breakage?

Walking Surfaces/Stairways

- Are aisles and passageways kept clear of tripping hazards (cords, pipes, hoses, etc.) and at least 28" wide?
- Is the floor free of holes, projections, or depressions that could cause trips, or let material fall on workers below?
- Are covers on holes or large openings in floors secure and capable of supporting the maximum load safely?
- Are floors able to hold the intended load safely?
- Are guardrails in place on the open sides of all walking surfaces 4' or more above an adjacent surface?
- Are guardrails 36"-42" high and capable of withstanding 200 lb. of force in any direction against the top rail?
- Are toe boards to catch debris installed on guardrails where people may work or walk on the surface below?
- Are stair tread surfaces non-slip, not excessively worn, and free of stored materials?
- Are walkways protected from or clearly visible to vehicle or forklift traffic?
- Are employees expected to work from heights? If yes, is fall protection provided?
- Are guardrails installed on stairways with four or more risers?
- Is there at least 7' of head room in all aisles and on all stairs?

Personal Protective Equipment

- Has a Personal Protective Equipment (PPE) hazard assessment been conducted for the job?
- Are employees trained in the use and care of their PPE?
- Does the furnished PPE fit?
- Is the PPE in good condition?
- Is the PPE appropriate for the job?
- Do employees wear the PPE when required?
- Is documentation of the training available?
- Are safety glasses worn where there is a potential for flying particles or objects?
- Are goggles or face shield worn where there is a danger of corrosive material splash?
- Is a hard hat worn where there is a potential for being struck by a falling or flying object?

- voice to be heard by a co-worker?
- Are gloves, aprons, or shields worn when there is a danger of cuts or chemical contact?

Portable Ladders

- Are ladders in good condition with tight joints between steps and rails, no missing parts, or damage?
- Are defective ladders removed from service?
- Are rungs and steps free of grease and oil?
- Do employees have both hands free when they are climbing up the ladder?
- Do employees use a longer ladder rather than use the top step of a stepladder?
- Do employees use a single or extension ladder rather than lean stepladder against a wall to climb?
- Are ladders raised at least 3' above an upper level if the employee will climb into that level?
- Are ladders used at a 4 to 1 angle?
- Are employees using non-metallic ladders when working around electrical equipment?

Sprinkler Systems and Portable Fire Extinguishers

- Are fire extinguishers charged and mounted in their assigned, labeled locations? (Required monthly)
- Are fire extinguishers that do not pass inspection removed?
- Are defective fire extinguishers replaced?
- Are employees who are expected to use portable fire extinguishers trained?
- Is there a minimum 18" clearance below sprinkler heads?

Forklifts

- Are only trained and authorized employees operating forklifts?
- Do employees inspect the forklift at the beginning of each shift?
- Are noted deficiencies corrected in a timely manner?
- Do forklifts have a readable load chart attached?
- Are all forklift controls labeled and functioning?
- Are the forklift horn, lights, tires, and lifting mechanism in good condition?
- Are aisle ways kept clear and visible?
- Do operators obey the rules of the road?
- If they are working from heights, do employees use fall protection?

Storage

- Are materials stored in a way that does not create a hazard (protected from slipping or

- Are storage areas kept free of tripping and fire hazards?
- Are shelves capable of holding the intended load?
- Do employees have a safe way to stock and unstock the shelves?
- Do employees have to get on the shelves to get stock?
- If yes, are they using fall protection?
- Are storage racks tightly assembled and free of sagging from overload or damage by vehicle traffic?
- Is there safe clearance for forklifts through aisles and doorways and to allow placing and picking loads at elevation?
- Do employees use a safety cage with a forklift when necessary to manually retrieve materials from high shelves?
- Are hand trucks, carts, or hoists available and used for routine lifting or carrying tasks?

Portable Tools

- Has the employee been trained to use this tool?
- Are all the safeguards and devices there, working and working correctly?
- Is the employee wearing PPE?
- Is the extension cord safe?
- Is the tool the right tool for the job?
- Are hand-held tools properly grounded (3-wire cord) or marked as double insulated?
- Observe the work practice. Is it a safe one?