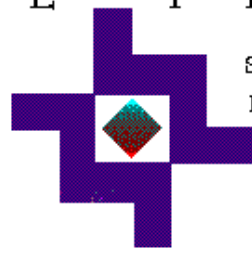


F I R E T E C H



SYSTEMS
INC

Safety
Plan

2023

MANAGEMENT SAFETY POLICY STATEMENT

Fire Tech Systems, Inc. acknowledges its obligation, as an employer, to provide the safest possible working conditions for employees and to provide a safe environment for the public that uses our facilities and services. Therefore, all our activities must be conducted according to established or otherwise reasonable safety practices in order to minimize all losses, especially personal injuries. Although accidents may never be totally eliminated, our objective is to prevent them – which is a goal worthy of our best effort.

Our Safety Plan is the foundation of our safety program. Each level of management, foremen, and employees are obligated to become familiar with their assigned safety responsibilities, rules, and procedures and apply them when applicable. We will provide the training and resources necessary to achieve our safety goals and management/foremen will be held accountable for the results.

A safe workplace is organized, clean, efficient, and uplifting to morale. It also projects a professionalism that will reflect well of you and Fire Tech. With this in mind, we encourage each and every employee to make "SAFETY" your continuing personal responsibility – not only to reduce hazards and prevent accidents in the workplace, but to improve the quality of all our services which we provide to our customers.

To achieve our safety objectives, management will comply with all applicable federal, state and local requirements or appropriate industry standards.

The safety of our employees and the customers we serve will not be compromised. Therefore, we sincerely solicit a commitment from all employees to support our safety program in the interest of accident prevention.

A handwritten signature in black ink that reads "Linda M. Biernacki". The signature is written in a cursive style with a large initial 'L'.

Linda M. Biernacki, President

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- A. **PRESIDENT:** Has ultimate responsibility for the company Safety Program. The direction the program takes, including its promotion, implementation, and enforcement includes:
1. Requiring safety rules to be followed by employees
 2. Delegating authority to Safety Director and Supervisors to ensure complete program implementation
 3. Holding supervisors accountable for the safety performance within their area of responsibility
 4. Actively participating in the safety program to demonstrate to supervisors and employees the importance of safety to management
 5. Authorizing the budget and expenditures for safety
 6. Will provide the leadership essential to reinforce the principle that safety is a top priority.
- B. **Operations Manager:** Responsibilities for safety and health include the establishment and maintenance of an effective communication system among management officials. The operations manager, working with the Safety Director, is responsible for a high standard of safety throughout all operations with the focus on the prevention of occupational injury or illness. Specific safety and health responsibilities include:
1. Assure that all safety and health rules, regulations, policies and procedures are understood and observed;
 2. Ensure that the safety policies and procedures set forth in this plan are complied with
 3. Review injury trends and establish prevention measures
 4. Determine the type and frequency of inspections that are appropriate for the operations and facilities and assure that they are properly conducted
 5. Initiate prompt corrective or disciplinary action whenever hazardous conditions or unsafe practices/acts are substantiated
 6. Require the proper care and use of all required personal protective equipment;
 7. Actively follow the progress of injured workers and display an interest in their rapid recovery and return to work
 8. Participate in incident investigations and inspections.
- C. **SAFETY DIRECTOR:** Works directly for the President and Operations Manager; is responsible for the coordination of the Safety Program and its day-to-day management. The Safety Director shall take those actions deemed necessary or appropriate to effect a reduction in and otherwise prevent accidents including:
1. Informing the President, Operations Manager and Superintendent of current practices, procedures, and concepts used in, or endorsed by, the safety profession as most effective in preventing occupational injuries/illnesses, and eliminating or controlling hazards, vehicular accidents, property damage, or other related losses
 2. Direct consultation with certain management/supervisory personnel on safety and health matters
 3. Periodic attendance at safety meetings to promote maximum understanding of the program objectives
 4. Effective review of accident and inspection reports, and to insure that reports are timely and reflect an unbiased and thorough investigation/inspection
 5. Ensuring that a report is filed on all accidents and illnesses and that a thorough investigation is made on every lost-time accident, other injuries requiring professional medical treatment or results in death, and any major property damage accident
 6. Monitoring first aid activity for any patterns that indicate the need for specific corrective action to avoid a more serious injury
 7. Utilization of various sources of assistance available on safety and health matters. (Physicians, Safety Professionals, Industry, etc.)
 8. Assisting Supervisors in conducting job safety analyses
 9. Coordinating safety educational activities for all employees, including supervisors

10. Representing the company at government, association, industry, or professional meetings pertaining to safety.
- D. **SUPERINTENDENT**: Has full responsibility and authority to establish and maintain safe and healthful working conditions for all operations within the superintendent's jurisdiction whether field, shop or office. Although employees' exposure to hazards varies widely from job to job, the Superintendent shall assure that a continual effort is maintained to prevent injuries, illnesses, and property damage. The Superintendent shall:
1. Ensure that the safety policies and procedures set forth in this plan are complied with
 2. Provide the leadership and involvement necessary to maintain firm loss control/safety policies in all operations
 3. Review losses at least monthly to discuss ways to improve on safety. Review may be more frequent depending on the number and severity of losses or the number of hazardous operations
 4. Take personal interest in controlling losses by interviewing each employee and their foreman who has lost workdays from an occupational injury due to an unsafe act or had a vehicular accident because of failure to drive defensively or to comply with traffic laws
 5. Ensure that any plans for construction or remodeling of facilities, or for the purchase of equipment, include an assessment of safety and occupational health needs
 6. Promote an active inspection and hazard abatement program as part of an effective safety effort and develop safety and training procedures that are job specific for the operations in the workplace and job sites
 7. Determine the type and frequency of inspections that are appropriate for the operations and facilities under their supervision and assure that they are properly conducted
 8. Initiate prompt corrective or disciplinary action whenever hazardous conditions or unsafe practices/acts are substantiated
 9. Ensure that all accidents are promptly reported to the proper authorities and thoroughly investigated
 10. Ensure accident reports are completed indicating corrective measures taken or planned
 11. Hold each foreman responsible for modeling and enforcing the company safety rules, as well as, accountable for unsafe practices by employees under their authority
 12. Hold each foreman fully responsible for conducting safety meetings, as well as, accountable for injuries, vehicular accidents, and property damage incurred by employees under his/her authority
- E. **FOREMAN**: Shall be fully responsible and accountable to the superintendent for compliance with the provisions of the plan and the implementation of the safety program within their workplace/job site. The Foreman shall:
1. Ensure any injured employee receives prompt medical attention, including first aid
 2. Conduct job safety analysis to ensure safe job procedures when accident trends, new equipment, changes in operating procedures, etc. suggest it's necessary for accident prevention
 3. Solicit safety suggestions and "hazard" reports from employees, facilitate immediate implementation of feasible suggestions, and reasonable corrective actions
 4. Ensure that all hazardous tasks are covered by specific published work rules in order to minimize injury and property damage potential
 5. Certify that all employees are briefed and fully understand work rules designed to minimize injury and property damage
 6. Make sure all employees receive job safety training and when necessary, are retrained in the proper procedure for accomplishing each hazardous job
 7. See that all employees are instructed in the use of, and understand the need for, personal protective equipment (PPE). Provide the necessary PPE for each job and require such to be properly used, cleaned and stored after use

8. Conduct weekly safety meetings with their employees to review loss control efforts and to discuss solutions for identified safety problems, as well as, topics for safety meetings
 9. Make sure all Fire Tech tools and material are cleared and/or stored properly at the end of each workday.
- F. **EMPLOYEES:** Shall assume the responsibility for his/her safety. Employee responsibilities include:
1. Working in accordance with safe job practices and complying with company safety rules;
 2. Using required personal protective equipment
 3. Reporting unsafe conditions or practices to his/her supervisor
 4. Making safety suggestions
 5. Cooperating during the investigation of any accidents that occur
 6. Taking an active part and participating in safety meetings
 7. Developing desirable behavioral patterns and attitudes by accepting directions, advice and counsel
 8. Maintaining good housekeeping standards
 9. Accepting personal responsibility for assisting in and supporting the company safety program and working toward its success
 10. Seeing that their actions do not adversely affect the safety and health of other employees.

General Safe Work Practices

1. Horseplay, fighting, possession of firearms, or possession or use of alcohol or drugs shall not be tolerated and are reason for immediate discharge.
2. Running on the job is prohibited, except in obvious extreme emergencies.
3. Employees shall observe and obey all caution and danger signs, barricades, and safety permit tags.
4. Good housekeeping is always necessary in order to prevent accidents. Waste materials shall be disposed of properly and shall not be allowed to accumulate in a work area.
5. Employees shall not use compressed air, especially oxygen, for dusting or cleaning off their body or clothes.
6. Gasoline, kerosene, or diesel shall not be used for cleaning purposes. Contact the foreman for an approved safety solvent.
7. Employees shall attend all required safety meetings.
8. Unsafe conditions and unsafe acts must be reported to the foreman immediately.
9. Office personnel must only open one file drawer at a time and close drawer immediately after placing or retrieving item.
10. Work from approved scaffolds and/or ladders only, not barrels, boards, boxes, racks, etc.
11. Report defective tools and equipment to your foreman.
12. Know the locations of fire extinguishers, fire hoses, and how they operate, know the company fire notification procedures.
13. Report the use of a fire extinguisher to your foreman as soon as possible so that it can be refilled or replaced.
14. Fire exits must be kept clear of all obstructions.
15. When working above or below a fellow worker, warn each other of your presence.
16. Remove hoses, wires, or cables from ladders, stairs, scaffolds, or walkways.
17. Make sure ladders are in good condition, firmly placed, and properly secured.
18. Store flammable materials in designated areas.
19. Keep hands and feet clear of pinch points when handling materials.
20. Do not leave running power equipment unattended.
21. Do not repair, adjust, or lubricate machinery while it is operating unless safeguards are provided.
22. Do not operate machinery until all guards and safety devices are in place.

23. Smoking allowed in designated areas only.

Specific Safety Rules (Individual Policies are attached)

Personal Protective Equipment

- Suitable clothing must be worn; long pants, at least short-sleeved shirts and adequate foot wear.
- Hard hats, safety glasses or goggles must be used when a potential hazard exists. (Safety glasses must be ANSI Z87 or Z87.1 approved).
- Hearing protection (earplugs or earmuffs) must be used in high noise areas.
- Gloves (as needed).

Housekeeping

- Always store materials in a safe manner. Tie down or support materials if necessary to prevent falling, rolling, or shifting.
- Shavings, dust scraps, oil or grease should not be allowed to accumulate. Good housekeeping is a part of the job.
- Trash piles must be removed as soon as possible. Trash is a safety and fire hazard.
- Immediately remove all loose materials from stairs, walkways, ramps, platforms, etc.
- Do not block aisles, traffic lanes, fire exits, gangways, or stairs.

Portable Hand Tools

- All electric power tools shall be effectively grounded except double insulated types.
- Guards are never to be removed from a tool.
- Tools are only to be used for the job they are intended.
- Tools are to be kept in good condition and inspected daily.

Electrical

- Ground-fault circuit interrupters (GFCI) will be used whenever possible.
- Electric cords will be inspected daily and repaired or replaced as necessary.
- Do not operate any power tool or equipment unless you are trained in its operation.
- Use tools only for their designed purpose.

Fire Emergency

- If you discover a fire: Tell another person immediately. Call or have them call 911 and a manager.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you 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.

Ladder Safety

- Inspect before use for physical defects.
- Ladders are not to be painted except for numbering purposes.
- Do not use ladders for skids, braces, workbenches, or any purpose other than climbing.
- When you are ascending or descending a ladder, do not carry objects that will prevent you from grasping the ladder with both hands.
- Always face the ladder when ascending and descending.
- If you must place a ladder over a doorway, barricade the door to prevent its use and post a warning sign.
- Only one person is allowed on a ladder at a time.
- Do not jump from a ladder when descending.
- All joints between steps, rungs, and side rails must be tight.
- Safety feet must be in good working order and in place.
- Rungs must be free of grease and/or oil.
- All ladders must be equipped with safety (non-skid) feet.
- Portable ladders must be used at such a pitch that the horizontal distance from the top support to the foot of the ladder is about one-quarter of the working length of the ladder.

Stepladders

- Do not place tools or materials on the steps or platform of a stepladder
- Do not use the top two steps of a stepladder as a step or stand.
- Always level all four feet and lock spreaders in place.
- Do not use a stepladder as a straight ladder.

Straight type or extension ladders

- All straight or extension ladders must extend at least three feet beyond the supporting object when used as an access to an elevated work area.
- After raising the extension portion of a two or more stage ladder to the desired height, check to ensure that the safety dogs or latches are engaged.
- All extension or straight ladders must be secured or tied off at the top.

Other general safe work practices

- Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
- Do not remove, deface or destroy any warning, danger sign, or barricade, or interfere with any form of accident prevention device or practice provided for your use or that is being used by other workers.
- Get help with heavy or bulky materials to avoid injury to yourself or damage to material.

- Do not use tools with split, broken, or loose handles, or burred or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.

Temperature Extremes

Excessive exposure to heat is referred to as heat stress and excessive exposure to cold is referred to as cold stress. Heat related illness (HRI) and cold-induced illnesses (Hypothermia/frostbite) are well known, recognized workplace hazards. All work operations involving exposure to temperature extremes, either humidity/heat extremes or cold extremes have the potential for inducing heat stress and heat related illnesses or cold stress resulting in frostbite or hypothermia, therefore, Fire Tech has developed a policy to address these issues. All employees will receive training relating to the prevention and causes and effects, as well as the personal and environmental factors that may lead to temperature extreme related illnesses.

- If natural shade is not available, shade will be provided.
- Supply adequate water and encourage workers to drink regularly, even when not thirsty. A small amount of water every 15 minutes is recommended rather than a large amount after hours of sweating.
- Learn the signs and symptoms of heat-related illness.
- Avoid alcohol or drinks with caffeine before or during work in hot weather.
- Try to do the heaviest work during the cooler parts of the day.
- Adjusting to work in heat takes time. Allow workers to acclimatize. Start slower and work up to your normal pace.
- Watch workers for symptoms of heat-related illness. This is especially important for non-acclimatized workers, those returning from vacations and for all workers during heat-wave events.
- If exertion causes someone's heart to pound or makes them gasp for breath, become lightheaded, confused, weak or faint, they should STOP all activity and get into a cool area or at least into the shade, and rest.
- All supervisors will be trained in the how to respond to heat illness emergency.

The two major heat-related illnesses are heat exhaustion and heat stroke. Heat exhaustion, if untreated, may progress to deadly heat stroke. **Heat stroke is very dangerous and frequently fatal.** If workers show symptoms, *always take this seriously* and have them take a break and cool down before returning to work. *Stay with them.* If symptoms worsen or the worker does not recover within about 15 minutes, call 911 and have them transported and medically evaluated. *Do not delay transport.*

Heat Stroke or Heat Exhaustion?

How do you tell the difference?

The telling difference is mental confusion or disorientation in ALL heat stroke victims. You can ask these 3 questions: What is your name? What day is this? Where are we? If a worker can't answer these questions, assume it is heat stroke.

What are the symptoms of heat exhaustion and heat stroke?

Heat Exhaustion	Heat Stroke
-----------------	-------------

<ul style="list-style-type: none"> • Heavy sweating • Exhaustion, weakness • Fainting / Lightheadedness • Paleness • Headache • Clumsiness, dizziness • Nausea or vomiting • Irritability 	<ul style="list-style-type: none"> • Sweating may or may not be present • Red or flushed, hot dry skin • Any symptom of heat exhaustion but more severe • Confusion / Bizarre behavior • Convulsions before or during cooling • Collapse • Panting/rapid breathing • Rapid, weak pulse • Note: May resemble a heart attack
---	---

What do you do if someone is suffering from heat exhaustion or heat stroke?

Heat Exhaustion	Heat Stroke (medical emergency)
<ul style="list-style-type: none"> • Move the worker to a cool, shaded area to rest; do not leave them alone. • Loosen and remove heavy clothing that restricts evaporative cooling. • Give cool water to drink, about a cup every 15 minutes. • Fan the worker, spray with cool water, or apply a wet cloth to their skin to increase evaporative cooling. • Recovery should be rapid. Call 911 if they do not feel better in a few minutes. • Do not further expose the worker to heat that day. Have them rest and continue to drink cool water or electrolyte drinks. 	<ul style="list-style-type: none"> • Get medical help immediately, call 911 and transport as soon as possible. • Move the worker to a cool, shaded area and remove clothing that restricts cooling. • Seconds count – Cool the worker rapidly using whatever methods you can. For example, immerse the worker in a tub of cool water; place the worker in a cool shower; spray the worker with cool water from a garden hose; sponge the worker with cool water; or, if the humidity is low, wrap the worker in a cool, wet sheet and fan them vigorously. Continue cooling until medical help arrives. • If emergency medical personnel are delayed, call the hospital emergency room for further instruction. • Do not give the worker water to drink until instructed by medical personnel.

Safety Disciplinary Policy

Fire Tech believes that safety, injury and illness prevention programs are unenforceable without some type of disciplinary policy. We believe that in order to maintain a safe and healthful workplace, the employees must be cognizant and aware of all company, State, and Federal safety and health regulations as they apply to the specific job duties required. The following disciplinary policy is in effect and will be applied to all safety and health violations.

The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3.

1. A first time violation will be discussed orally between the superintendent, foreman or manager and the employee. This will be done as soon as possible and documented when complete.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder.
3. A third time violation will result in time off without pay (1 day minimum).
4. A fourth violation will result in termination.

If an employee of this company knowingly and willingly violates any of the safety rules or procedures, or puts his/her self in an imminent danger situation, the employee will be immediately discharged.

Safety Meetings and Self-Inspections

- At the beginning of each job and at least weekly thereafter.
- Review of any walk-around safety inspections conducted since the last safety meeting.
- Review of any citation to assist in correction of hazards.
- Evaluation of any accident investigations conducted since the last meetings to determine if the cause of the unsafe acts or unsafe conditions involved were properly identified and corrected.
- Document attendance and other subjects discussed.
- *Maintain records for one year.*

SDS and Hazard Communications

Tracy Hadwin will provide training to all employees and new hires on the proper use of hazardous chemicals and potential hazards. She will be responsible for providing the following informational training to all employees:

1. Hazardous chemicals present in the workplace.
2. Location of various chemicals. What to use. What to avoid.
3. Emergency procedures in case of contact with hazardous chemicals.
4. How to read the labels.
5. Location of the SDS files and how to read the SDS.
6. Non-routine tasks that may be encountered.
7. Symptoms of overexposure and personal protective measures to be used.

Procedure for Injury or Illness on the Job

A. Foreman or lead person immediately takes charge

1. Supervise and administer first aid as you wish (Good Samaritan Law applies).
2. Arrange for transportation (ambulance, helicopter, company vehicle, etc.), depending on the seriousness of the injury. Protect the injured person from further injury.
3. Notify the Safety Director immediately, if not already present. She will ensure the President and Operations Manager are notified when appropriate
4. Do not move anything unless necessary, pending investigation of the incident.
5. Accompany or take injured person(s) to doctor, hospital, home etc. (depending on the extent of injuries).
6. Take injured person to family doctor, if available.
7. Remain with the injured person until relieved by other authorized persons (Superintendent, EMT, doctor, etc.).
8. When the injured person's immediately family is known, the President or Operations Manager should properly notify family members, preferable in person, or have an appropriate person do so.

B. Documentation

1. Minor injuries – requiring doctor or outpatient care: After the emergency actions following an injury, an investigation of the incident will be conducted by the Safety Director to determine the causes. The findings must be documented on our investigation form.
2. Major injuries – fatality or one or more hospitalizations: The Safety Director, after coordination with the President, must see that the Department of Labor and Industries is notified as soon as possible, but at least within 8 hours of the incident. Call or contact in person the nearest office of the Department or call the OSHA toll free central number (1-800-321-6742). The Safety Director will then assist the Department in the investigation.

3. The findings must be documented on our incident investigation report form and recorded on the OSHA 300 log, if applicable. (Sample incident investigation report form included in this document.)

C. Near Misses

1. All near-miss incidents (close calls) must be investigated.
2. Document the finding on the company incident investigation report form.
3. Review the findings at the monthly safety meetings or sooner if the situation warrants.

Employee’s Report of Injury Form

Instructions: Use this form to report all work related injuries, illnesses, or “near miss” events (which could have caused an injury or illness) – *no matter how minor*. This helps to identify and correct hazards before they cause serious injuries. This form should be completed by employees as soon as possible and given to a supervisor for further action.

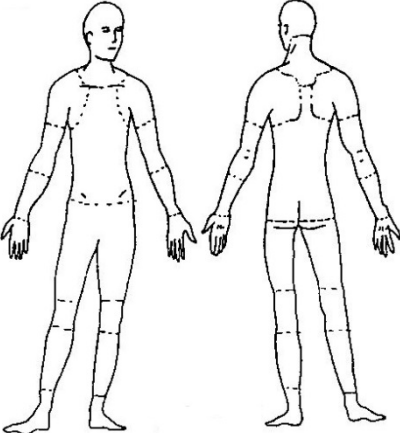
I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	

Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Employer:
Your signature (optional):	Date:

Incident Investigation Report Form

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness.
(Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Final Report

Step 1: Injured employee (complete this part for each injured employee)		
Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply) 	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary
		Months with this employer
		(e.g.: nervous, respiratory, or circulatory systems)

Step 2: Describe the incident	
Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other	
Names of witnesses (if any):	

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: <input type="checkbox"/>			

Step 3: Why did the incident happen?	
<p>Unsafe workplace conditions: (Check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____ 	<p>Unsafe acts by people: (Check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting by hand <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
<p>Is there a reward (such as "the job can be done more quickly" or "the product is less likely to be damaged" that may have encouraged the unsafe conditions or acts? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, describe:</p>	
<p>Were the unsafe acts or conditions reported prior to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Have there been similar incidents or near misses prior to this one? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	



Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this injury/near miss from happening again?

- Stop this activity Guard the hazard Train the employee(s) Train the supervisor(s)
- Redesign task steps Redesign work station Write a new policy/rule Enforce existing policy
- Routinely inspect for the hazard Personal Protective Equipment Other: _____

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets:

Step 5: Who completed and reviewed this form? (Please Print)

Written by:

Title:

Department:

Date:

Names of investigation team members:

Reviewed by:

Title:

Date:



RECORDKEEPING

- A. The Recordkeeping Requirements of the Occupational Safety and Health Act of 1970 and the State of Louisiana Department of employment and Training, Office of Worker's Compensation shall be complied with. The Safety Director shall ensure all required records are maintained and retained as indicated below:
1. Log and Summary of Occupational Injuries and Illnesses OSHA No... Retain for five years.
 2. Employer's Report of Occupational Injury and Illness Quarterly Summary, LDET-WC-1017A Form. Retain for one year.
 3. Workplace Inspection Reports. Retain for one year.
 4. Accident Investigation Reports. Retain for one year.
 5. Record of Safety Meetings. Retain for one year.
 6. Employee Training Record. Retain until employment is terminated and 90 days thereafter.

EMERGENCY RESPONSE PLAN

- A. The Emergency Action Plan is designed to reduce the risk of injury to employees, contractors, or vendors should an emergency situation arise. The written plan shall comply with federal, state, and local requirements. Each foreman shall ensure:
1. Emergency telephone numbers are posted.
 2. Employees and contractors are trained in fire/explosions, natural disasters, hazardous materials spills, bomb threats, and medical emergencies.
 3. Evacuation routes are posted.
 4. Emergency assembly areas are identified.
 5. A training drill is conducted annually and documented.
 6. Monthly inspections of egress evacuation routes are conducted to ensure passageways and doors are clear, unobstructed, and operable.
- B. The Emergency Action Plan shall be reviewed and updated at least annually
- C. Employees and contractors will be trained on the revised plan.



EMERGENCY ACTION PLAN

Fire Tech Systems, Inc.

721 N. Ashley Ridge Loop

Shreveport, LA 71106

Policy Coordinator: Tracy Hadwin

Coordinators Title: Safety Director

Contact Number: 318-510-1931

ALERTS:

In the event of an emergency that requires the building to be evacuated if an alarm does not sound on its own an employees should verbally alert all other employees. .

POLICY:

In the event of a fire, it is small and can be contained; any employee may use a fire extinguisher to attempt to extinguish the fire. If unable to do so, proceed to nearest exit.

ROUTES:

Employees shall evacuate by means of the nearest available marked exit. And gather at the Fire Tech Sign in front of the main building.

SHELTER IN PLACE:

If the hazard requires employees to stay in the building, employees shall gather in the Safety Directors office.

OPERATIONS:

In the event of an evacuation if time allows, the Executive Assistant (Jaime Sterba) will print a copy of the sign out sheet before evacuation the building.



DUTIES:

Any employee with a First Aid/CPR card should offer medical aid as needed.

ACCOUNTING FOR EMPLOYEES:

After the evacuation the Executive Assistant (Jaime Sterba) is to compare employees present with the sign out sheet to be sure all are accounted for.

EVACUATION DRILL:

An annual evacuation drill will be conducted at the conclusion of the 1st Safety Meeting in February of each year.

EMERGENCY PHONE NUMBERS

EMERGENCY CALL: 911

GIVE THE FOLLOWING INFORMATION

Fire Tech Systems

721 N. Ashley Ridge Loop

Shreveport, LA 71106