



Airswift Holdings Ltd.
HSE Management System

California Injury and Illness Prevention Program
REGULATORY STANDARD:

Title 8, California Code of Regulations,
Section 3203 of the General Industry Safety Orders

Important Notice:

1. This procedure is a Controlled Document and shall not be amended without the authority of the HR & Contractor Services Director – North America and the Quality Department.
2. Any queries or feedback concerning the contents of this Procedure should be addressed to the HR & Contractor Services Director – North America and the Quality Department.
3. This procedure is reviewed annually or when there is a change to business practices.
4. This document should be retained indefinitely and only removed should the procedure become obsolete.

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PURPOSE

THE PURPOSE OF THE CALIFORNIA INJURY AND ILLNESS PREVENTION PROGRAM IS TO ESTABLISH A WRITTEN INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) IN ACCORDANCE WITH TITLE 8, CALIFORNIA CODE OF REGULATIONS, SECTION 3203 OF THE GENERAL INDUSTRY SAFETY ORDERS.

SCOPE

All Airswift employees and Contractors are required to comply with our safety and health policies and practices. Airswift's Safety Specialist is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining the IIPP. Based on job site hazards, and regulatory requirements, Airswift Employees and Contractors may be advised by the client supervisor of required site-specific personal protection equipment to be worn for a specific job task.

RESPONSIBILITY

Client Site Managers and Supervisors are responsible for:

- Implementing and maintaining the IIPP on their worksites
- Answering questions about the program when directions are unclear
- Providing site specific safety orientation and training
- Providing site specific hazard assessments

Airswift Employees and Contractors are responsible for:

- Familiarizing themselves with the Client Company's Safety Policies, Programs and Procedures
- Ask questions when directions are unclear
- Pay close attention to the job and report any changed in job duties to the Service Consultant
- Report all incidents, injuries and near misses when they occur to USincidents@airswift.com

COMPLIANCE

All employees and contractors are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

- Informing employees and contractors of the requirements within our IIPP in a readily understandable language
- Training all employees and contractors on general safety policies, rules, and work practices

- Recognizing employees who perform safe and healthful work practices
- Providing additional training to employees whose safety performance is deficient
- Disciplining employees for failure to comply with safe and healthful work practices

COMMUNICATION

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all workers to inform their Airswift Service Consultant and their clients site Supervisor about workplace hazards without fear of reprisal. Employee can report workplace hazards anonymously by clicking on the “report a hazard” Airswift on the Airswift Safety site accessible by scanning the QR Code on their Safety Badge.

Our communication system includes:

- New employee orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Safety training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information

HAZARD ASSESSMENT

Periodic inspections will be conducted with our client to evaluate physical hazards, use of hazardous materials, and safe work practices. The periodic inspection schedule and the responsibility for conducting the inspections are included in the department IIPP supplements.

In addition to the department periodic inspection schedule, inspections will be conducted and documented as required in the following situations:

- When we initially established our IIPP;
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection

HAZARD CORRECTION

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

TRAINING AND INSTRUCTION

All employees shall have training and instruction on general and job-specific safety practices. General safety training is provided upon hire and job specific or on the job training will be provided by the Client. Each month, a safety topic is presented to all Airswift Contractor to educate and alert them to general safety information, basic injury prevention and compliance requirements. All Contractor are required to attend Safety Training on an annual basis to ensure they meet OSHA General Industry Training Requirements.

- Managers will post a schedule of safety courses and time for each class
- Field staff are required to complete short questionnaires after each safety training

LIFE SAFETY RULES

Airswift safety rules are the minimum standards for safe working conditions. Airswift Client Service Managers will work closely with our Client Site Supervisors to ensure all Airswift Employees will follow worksite safety rules and good work habits.

WORK HABITS

- It is mandatory that you know and follow all safety regulations pertaining to your assignment.
- Before starting any task, make sure you know exactly what is to be done and how to do it safely.
- Be sure you perform your tasks in a manner that protects you and others.
- Let your supervisor know if you feel you do not have adequate safety protection/knowledge in any work activity.
- Make sure all tools and equipment are in proper working order. Do not “fix” or repair anything yourself unless you are requested by your site supervisor, trained and authorized to do so.
- Report unsafe equipment to your supervisor immediately. Do not take chances!
- Do not operate any machine you are not familiar with or trained on. Operate machinery with all guards in place. Do not remove or bypass guards on machines or equipment. Tampering with safety devices is caused for immediate disciplinary

action.

- Proper footwear and clothing will always be worn. Do not wear loose clothing, jewelry or keep long hair in a down position where there is a danger of catching in moving machinery
- Horseplay, running, fighting or any activity that may result in injury or waste will not be tolerated. Do not distract others or allow your attention to wander from the task at hand.
- Eye protection is required when performing any task that could produce flying particles
- Machines must never be cleaned, adjusted or repaired until after the machine is turned off, the circuit is broken at the power source (including LOCK OUT) and a warning tag is placed at the controls. Each person involved in maintenance must be trained in LOCK OUT TAG OUT procedures.
- Any defect in materials, machinery, tools and equipment must be reported to a supervisor.
- Do not leave tools, materials or other objects on the floor which might cause others to trip and fall
- Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electrical panels or traffic lanes.
- Use proper lifting techniques or two-man lift procedures to prevent strains and back injuries when lifting loads too heavy. ASK FOR HELP
- When handling hazardous materials ensure you follow prescribed safety procedures and use required safety equipment. When using secondary containers filled by other, ensure that they are labeled per GHS requirements.
- Use appropriate gloves when handling materials with sharp or jagged edges which may result in lacerations

DISCIPLINARY PROCEDURES

Employees who fail to comply with safety rules will be subjected to disciplinary action up to and including termination. Supervisors (Airswift Office Personnel) will follow normal disciplinary procedures as follows:

- Verbal counseling – the first step. Must be documented in the employee's personnel file.
- Written warning – outlining nature of offense and necessary corrective action.
- Suspension without pay – the third step or a separate disciplinary action resulting from a serious violation.
- Termination – if an employee is to be terminated, specific and documented communication between the supervisor and the employee, as outlined, must have occurred.
- Supervisor who fails to maintain Airswift Safety Policy and Procedures are subject to corrective actions.

SMOKING

Smoking is permitted in designated “Smoking Areas” at designated break times only. Smoking areas should be clearly marked throughout the client site. If they are not marked, field staff should ask the client or contact Airswift immediately about their location. Smoking is prohibited in ALL other areas.

- A. In “Smoking Areas”, you must use the provided and approved ashtrays.
- B. Smoking in unauthorized areas is a serious offense. Since careless smoking causes most fires, you must strictly adhere to the smoking regulations to protect the safety of the client, yourself, others and the company.

WORKPLACE VIOLENCE

Airswift provides a safe and secure workplace for our field staff, applicants, clients, clients of clients, visitors, and others with whom we do business. Airswift does not tolerate workplace violence, and such actions are grounds for dismissal. Workplace violence includes any physical attack that happens on the job, at a client site or at a Airswift office. If you are threatened at work, walk away and report the incident to your Airswift Representative. Engaging in violence or physically retaliating to verbal taunts are grounds for dismissal.

OFFICE SAFETY

- A. Keep your area free of hazards. Supplies and materials should be properly stored. Cords and lines should be positioned out of walkways.
- B. Pull out only one (1) file drawer at a time. Close all drawers when not in use.
- C. Never put glass or other sharp objects in the wastepaper container. Never put cigarettes, cigars or other burning materials in wastepaper containers.
- D. If you are required to climb stairs, do so carefully and USE the handrail. Do not skip steps.
- E. Do NOT climb stairs when both hands are used to carry objects.
- F. Do not sit on the edge of a chair or a chair to be stabilized by less than all legs.
- G. Never use chairs, boxes or tables in place of a ladder.
- H. Report any unsafe conditions to your supervisor and report all accidents/injuries IMMEDIATELY to both your Client Supervisor and Airswift representative.

- I. Dress for the job. Loose clothing, jewelry and ties can become caught in machines such as shredders and copiers.
- J. When spending long periods of time on the computer, be sure to look away from the screen frequently. Focus on a distant object for a few moments and return to what you were doing.
- K. Familiarize yourself with the location of fire exits, fire extinguishers and the facility emergency alert systems.
- L. Learn the evacuation routes and gathering sites for each assignment.

INJURY AND ILLNESS PREVENTION

ALL injuries, regardless of how small, must be reported and given appropriate care as soon as possible. Should you become injured, or ill, while on the job and need urgent medical aid, notify your Client Supervisor immediately or send a fellow employee to notify him/her. Follow up with Airswift as soon as possible to file a report and be sure that we are informed of the situation.

Failure to report injuries or to receive medical treatment may result in serious infections or complications to your health and is also grounds for disciplinary action and may result in denial of a Worker's Compensation claim.

Airswift, in partnership with AXIOM, Inc., has implemented a Telephonic Injury Assessment Program

Should one of Airswift employee's report a work-related injury, please follow the AXIOM Injury Protocol:

- Upon notification of a potential work-related injury (excluding life-threatening injuries), the supervisor/manager will initiate a call to Axiom Medical (**1-877-502-9466 – 24 hours a day, 7 days a week**) on behalf of the injured employee.
- The injured employee will detail any medical symptoms or complaints which will be evaluated by a Registered Nurse (RN) trained to perform telephonic triage.
- The RN will recommend first aid self-treatment or refer the injured employee to one of Airswift medical providers, or medical evaluation clinics during the triage call. The RN will electronically submit report details to Airswift Safety Specialist and third-party administrators.

- B. Call the Safety Specialist immediately if the injury appears to be serious or involves multiple injured workers. In some cases, Safety must contact OSHA to be compliant with reporting requirements.
- C. Complete and send the following forms/ records within 24 hours or 8 business hours:
 - First Report of Injury
 - Functional Assessment
 - Employee, Supervisor and Witness Statements
 - DWC 73 – Medical Status Report
 - Drug Screen Results
 - Client Investigative Findings

BLOODBORNE PATHOGENS

Bloodborne Pathogens can cause illness or disease when you come in contact with blood or other body fluids. These diseases include, but are not limited to HIV/AIDS, Hepatitis B (HBV), Hepatitis C (HCV), and Tuberculosis.

If you come in contact with blood or body fluids, notify your Client Supervisor immediately. DO NOT attempt to clean up blood or body fluids, contaminated equipment, or other surfaces. Workers with risk of on-the-job exposure need to be aware of Universal Precautions.

Universal precautions are infection control guidelines designed to protect workers from exposure to diseases spread by blood and certain body fluids. Universal precautions stress that all bodily fluids should be assumed to be dangerous to contact. Measures must be taken for protection against exposure to blood and certain body fluids.

PERSONAL PROTECTIVE EQUIPMENT

Some work assignments at Airswift require employees to use various forms of **PERSONAL PROTECTIVE EQUIPMENT (PPE)** such as gloves, safety goggles or glasses, hard hats, ear plugs, steel toed boots, fall protection harnesses, etc. Personal protective equipment will not prevent an accident from happening, but it does provide a barrier to personal injury.

ALL PPE MUST BE WORN AND USED AS INSTRUCTED!

If you feel you need safety equipment that is not provided, ask your Airswift contact. We will be happy to discuss your concerns.

If issued PPE or equipment breaks, do not throw it away. You must turn it in to receive credit.

RESPIRATORS

Where respirators are needed, care should be taken in selection and personal fit. Your Client Supervisor will provide or specify the correct respirator for your use. If a respirator is required, you **MUST** use it correctly. In some cases, this means you will be expected to remove facial hair before being assigned to the concerned work task.

Types of respirators that Airswift field staff may be required to use are:

- A. Air Purifying Respirators.
 - For some gases and vapors.
 - For dust (requires various types of filters).
 - A multipurpose use.
- A. Self-contained Breathing Apparatus (SCBA).
 - Either pressure demand or continuous airflow types.
- B. Supplied Air Masks or Hoods.

For your protection and to meet OSHA requirements, no employee may accept an assignment that requires respirator use until they have completed a pulmonary functions test. Further, the client is required to select a respirator that effectively protects you from the exposures in their environment. However, if you are wearing a respirator and can smell or taste a chemical, you must leave the exposure area **immediately** and advise your supervisor.

NOISE

Exposure to excessive noise can cause hearing loss. Advancements are being made in the reduction of noise but there are sometimes processes and machines where noise is above the safety standards. Employees working in these areas will be required to wear personal protective equipment when directed by their supervisor.

If you would like hearing protection and the client does not provide it, please advise your Airswift Representative.

HEAT ILLNESS PREVENTION PROCEDURES

There are several types of heat related disorders and it is important to be able to recognize their signs and symptoms:

Heat Rash (prickly heat): is a mild irritation caused by continuous exposure to heat humid air and aggravated by chafing clothes. The condition decreases the ability to tolerate heat. Symptoms include red rash and itching especially in areas of the body in contact with the protective gear. The condition can usually be eased by decreasing the amount of time in protective equipment, bathing regularly and keeping the skin clean and dry can help prevent heat rash.

Heat Cramps: heat cramps are painful spasms of the working muscles and may be a danger signal of a heat related disorder. The symptoms are acute painful spasms of

voluntary muscles in the abdomen or extremities. Treatment involves removing the victim to a cool area and loosening clothing and providing hydration, seek medical aid if cramps persist.

Heat Exhaustion: occurs when the body loses fluid and heat control mechanism are overactive (sweat rate and blood flow are high) but has not broken down completely. Symptoms may include rapid breathing, rapid pulse, heavy sweating, thirst from dehydration, fatigue and fainting, headaches, loss of coordination, and nausea or vomiting. Body temperature is normal, pulse is weak and rapid breathing is shallow. The person may have a headache, may vomit and may be dizzy. Treatment involves removing the person to a cool air-conditioned place, loosening the clothing and placing the individual in a head-low position. Medical attention must be sought for heat exhaustion cases.

Heat Stroke: is the most serious heat related disorder and can be life threatening. Heat stroke is a failure of the body's temperature regulating mechanisms. Sweating may cease causing body temperatures to rise quickly to dangerous levels. Heat stroke is considered a medical emergency requiring prompt medical attention. Early symptoms include high body temperature, absence of sweating (in most cases), confused state, difficulty breathing, nausea or vomiting, dry, hot skin, and may lead to loss of consciousness and collapse if not treated quickly. If a worker displays any symptoms they must be cooled quickly. Move the person to a shaded area, loosen his/her clothing, give him/her (a little at a time), and cool him/her down with ice packs or cool water.

The best treatment is **prevention** and there are several things you can do to help prevent heat related disorders such as:

- Pace yourself. Take frequent breaks in a shaded area.
- Frequent fluid consumption every 15 minutes (don't wait until your thirsty).
- Proper body clothing and attire.
- Caffeinated beverages should be avoided as they may increase urine production and add to dehydration.

All employees who are going to be working in a hot environment for the first time should have an acclimatization period of six days. Acclimatization to heat involves a series of physiological and psychological adjustments that occur in an individual during his first week of exposure to a hot environment. After this acclimatization process, the individual is capable of working in this type of environment without excessive strain. Some factors that may cause heat-related injuries are:

- High temperature and humidity
- Low fluid consumption
- Direct sun exposure (with no shade) or extreme heat
- Limited air movement (no breeze or wind)

- Physical exertion
- Use of bulky protective clothing and equipment
- Poor physical condition or ongoing health problems
- Some medications
- Pregnancy
- Lack of previous exposure to hot workplaces
- Previous heat-related illness

Supervisors must take into consideration personal factors prior to assigning a task that supports the opportunity for a heat injury to occur. A monitoring system is a good practice for strenuous field activities that are part of site activities in hot weather. The most effective way to carry on a monitoring system is to initiate the monitoring as soon as possible into the employees' rest period. The heart rate (HR) should be measured by the radial pulse for 30 seconds as early as possible into the rest period. If the HR exceeds 110 beats per minute, the work period should be shortened by 33% while the rest period length remains the same. If the HR is still in excess of 110 beats per minutes at the beginning of the next rest period, the work period should be shortened another 33%. This procedure should be followed until the HR is maintained below 110 beats per minute.

Supervisors and employees who may be exposed to environmental conditions that exceed the prescribed limits shall be given training in health and safety procedures through a program that shall include the following as a minimum:

- A. Information as to water intake for replacement purposes
- B. Information as to salt replacement
- C. The importance of weighing each day before and after the day's work
- D. Instruction on how to recognize the symptoms of heat disorders and illnesses including dehydration, exhaustion, prickly heat and heat stroke
- E. Information as to special caution that shall be exercised in situations where employees are exposed to toxic agents and/or other stressful physical agents which may be present in addition to and simultaneously with heat
- F. Information concerning heat acclimatization should be kept on file and readily accessible to the worker at all places of employment where he may be exposed to excessive heat
- G. Warning signs should be posted in any area where the environmental conditions are 86°F WBGT or above stating a warning that this area is a heat stress area.



TABLE 1. Examples of Permissible Heat Exposure Threshold Limit Values

(Values are given in °C and (°F) WBGT) *

	WORKLOAD		
	LIGHT	MODERATE	HEAVY
WOR-REST REGIMEN			
CONTINUOUS WORK	30.0 (86)	26.7 (80)	25.0 (77)
75% WORK 25% Rest, each hour	30.6 (87)	28.0 (82)	25.9 (78)
50% WORK 50% Rest, each hour	31.4 (89)	29.4 (85)	27.9 (82)
25% WORK	32.2 (90)	31.1 (88)	30.0 (86)

A. *As workload increases, the heat stress impact on an un-acclimatized worker is exacerbated (see figure 1). For un-acclimatized workers performing a moderate level of work, the permissible heat exposure TLV should be reduced by approximately 2.5°C.

All employees who may be exposed to environmental conditions that exceed the prescribed limits shall be given training in health and safety procedures through a program that shall include the following as a minimum:

- A. The environmental and personal risk factors for heat illness
- B. Company procedures for complying with the requirements of this standard
- C. The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the performance of their duties
- D. The different types of heat illness and the common signs and symptoms of heat illness;
 The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers

- E. Company procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary
- F. Company procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider
- G. Company procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders

PREVENTION PROCEDURES

- A. Rest in shaded areas
- B. Stay hydrated
- C. Avoid vigorous physical activities in hot and humid weather
- D. Avoid alcohol, coffee and tea
- E. Take frequent mini breaks to hydrate yourself
- F. Wear hats, light colored and loose clothes

PROVISIONS FOR WATER

Employees are encouraged to drink water frequently. Water shall be fresh, suitable, cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working and be readily available.

- A. Supervisors are responsible for ensuring employees have an adequate supply of drinking water.
- B. Supervisors shall encourage the frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the performance of their duties
- C. Drinking water will be provided in enough quantities to provide one quart per employee per hour for the entire shift (at least 2 gallons per employee for an 8-hour shift).
- D. If there are effective procedures for replenishing the water supply during the shift, a minimum of 2 quarts of water per employee may be provided at the beginning of the shift.

SHADE AND REST

A shaded area will be provided when the temperature exceeds 80 Degree Fahrenheit. The amount of shade present shall be a t least enough to accommodate all employees on recovery, rest periods or meals, so that they can sit in a normal posture fully in the shade without having to be in physical contact with each other. Employers may rotate the breaks among employees. The shade shall be located as close as practicable to the areas where employees are working. The shaded area shall be open to the air, or ventilated, cooled and workers must always have access. Canopies, umbrellas, or other temporary structures may be used to provide shade, provided they block direct sunlight. Supervisors are responsible for:

- A. Ensuring employees have access to shaded or air-conditioned areas (e.g. break room, or a vehicle whose AC has been running and maintaining a cool interior) to prevent or recover from heat illness symptoms, or to take rest and meal breaks.
- B. Emphasizing the importance of taking recovery or rest breaks.
- C. Accommodating a preventative cool-down rest if the employee feels discomfort in the heat to prevent the onset of heat illness. An individual employee who takes a preventative cool-down rest shall:
 - Be monitored and asked if he or she is experiencing symptoms of heat illness.
 - Be encouraged to remain in the shade.
 - Not be ordered back to work until any signs or symptoms of heat illness have abated, but in ono event less than five minutes in addition to the time needed to access the shade.

HIGH HEAT PROCEDURES

Additional high heat procedures are required when the temperatures equal or exceeds 95 Degrees Fahrenheit. The procedure shall include the following, to the extent practicable:

- A. Ensure that effective communication by voice, observation, or electronic mans is maintained so that employees at the work site can contact supervisor when necessary. An electronic device, such as a cellphone or text messaging device, may be used for this purpose only if reception in the area is reliable.
- B. Observe employees for alertness and signs of symptoms of heal illness.

- C. Remind employees throughout the work shift to drink plenty of water.
- D. Close supervision of all employees by a supervisor or designee for the first 14 days of the employee's employment, unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least two of the past 30 days for four or more hours per day.

RESPONDING TO EMERGENCIES

1.1 Employee Procedures

Any employee who recognizes the symptoms or signs of heat illness in themselves, or in coworkers, should immediately report this condition to their supervisor. When you recognize signs of heat illness in yourself or coworker:

- A. Move them to a shaded area for recovery period of at least 5 minutes.
- B. If the condition appears to be severe or the employee does not recover, then emergency medical care is needed.
- C. Immediately report to your supervisor any symptoms or signs of heat illness you may be experiencing or observing in a coworker.
- D. Call 911 if your supervisor is not readily available.

1.2 Supervisor Procedures

Supervisors must:

- A. Carry cellphone, radios, or other means of communication, ensuring emergency services can be called, and verifying the radios or other means of communication are functional prior to each shift.
- B. Know the exact work locations and have clearly written and precise directions to the work site for emergency responders.
- C. Conduct pre-shift meeting before the start of the job to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool down rest break when necessary.
- D. Keep a written copy of the Injury Illness Prevention Plan at the worksite available to employees and representatives of CAL/OSHA.

EMERGENCY CONTACT PROCDEURES

- A. Call 911
 - B. Be ready to provide emergency response personnel with concise directions to work location.
 - C. Notify Contract workers employer with a written statement of the incident as soon as possible.
- 1.3 Response to Heat Stroke Symptoms

Victims of heat stroke must receive immediate treatment to avoid permanent organ damage.

- Always notify emergency services (911) immediately. If their arrival is delayed, they can give you further instruction for treatment of the victim.
- If possible, get the victim to a shady area to rest.
- Remove heavy clothing or change to lightweight attire.
- Cool the victim by:
 - Administering cool, non-alcoholic beverages.
 - Applying cool or tepid water to the skin (e.g. spraying with cool water from a garden hose).
 - Providing a cool shower or sponge bath.
 - Move to an air-conditioned environment or fan the victim to promote evaporation.
 - Place ice packs under armpits and groins.
 - Monitor body temperature with a thermometer and continue cooling efforts until the body temperature drops to 101-102 Degrees Fahrenheit.

TRAINING

All employee, contractors, and supervisors, who may work in conditions where there are environmental risk factors for heat illness shall be provide with Heat Illness Prevention Training on the prevention and emergency procedures to include:

- A. Environmental and personal risk factors for heat illness, as well as the added burden of heat load on the body caused by exertion, clothing and personal protective equipment.
- B. Procedures for complying with the CAL/OSHA requirements
- C. The importance for frequent consumption of water, up to 4 cups per hour, when the work environment is hot, and employees are likely to be sweating more than usual in the performance of their duties.
- D. The importance of acclimatization.
- E. The different types of heat illness, and the common signs and symptoms of heat illness.
- F. Importance of employee immediately reporting symptoms or signs of heat illness in themselves or coworkers.
- G. Employer's procedures for responding to symptoms of possible hat illness, including how emergency medical services will be provided.
- H. Procedures for contacting emergency series, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider.
- I. Supervisors shall train on their responsibilities in the program prior to supervising employees. Supervisor training will include prevention of heat illness, symptoms and emergency response.
- J. The procedures to follow when an employee exhibits symptom consistent **with possible heat illness, including emergency response procedures.**
- K. How to monitor weather reports and how to respond to weather advisories.

2.0 WALKING WORK SURFACES (SLIPS, TRIPS, AND FALLS)

- A. Stay alert and pay attention to where you are walking. Walk around obstructions not over or on them.
- B. Walk, do not run.
- C. If you see a spill, have someone stand guard while you report it to your supervisor.
- D. Keep walkways, aisles, and stairs clear of tripping and falling hazards.
- E. Always practice good housekeeping. Keep your work area clean. Properly dispose of trash in a timely manner.
- F. Stay away from dock and platform edges. Watch where you place power cords and hoses. Do not place power cords, cables, or hoses in walkways or where they are exposed to be run over by material handling equipment.

3.0 LIFTING, CARRYING, PUSHING AND PULLING

The first rule for any manual lifting assignment is: “**THINK**”

- A. Before you attempt to lift any object, plan and test the lift.
- B. Check the object’s weight. Squat down and try lifting just a corner. Remember, never lift anything over 50lbs.
- C. If you do not feel comfortable about the lift, the object requires awkward handling or it is too heavy, **DON’T LIFT IT!**
- D. Ask someone close to help you or request a hand truck or other mechanical lifting device.

Once you have decided that you can lift an object, you **MUST** follow some basic steps in making a proper lift:

- A. **First**, position your feet: preferably one foot alongside of the object to be lifted and the other foot slightly behind the first and about shoulder width apart. This will provide the balance you need for a correct lift.
- B. Tighten the muscles in your stomach by pulling your stomach in and straightening your back (spine).
- C. **Remember a straight back does not mean a vertical back. You can still keep your back straight even if required to lift at an angle.**
- D. Bend your hips and knees and draw the object close to your body. Bending your knees will aid in keeping your back straight and bending your hips will allow you to keep the load close to you.
- E. **Grasp** the object by opposite corners and position your body so its weight is centered over your feet.
- F. Start the lift by pushing against your heels, and then slowly straighten your legs. **Remember to use smooth movements and avoid jerking**
- G. **Once** the object has been lifted, keep the load close to your body and if required, turn your whole body as a unit, including your feet. **Don’t Twist!**
- H. If more than one person is required to lift an object, designate one person to act as the leader. Have that person direct the movements out loud so you can coordinate your movements. Lift at the same time. Use your legs to lift, not your back.

4.0 MACHINE operation and guards

Do not operate any machinery without proper authorization, training, and instruction. It is the client supervisor’s responsibility to make certain that each employee knows and understands the proper operation of the machine as well as any potential hazards involved. If you have any questions or doubts whatsoever about the hazards or operation of any machine, contact your supervisor for additional training.

Since machine-related accidents are often very serious, any written rules or supervisor's directions, which are not explicitly followed, will result in strong disciplinary action and/or dismissal.

- A. Report all hazards or malfunctioning equipment to your supervisor.
- B. Machines should not be oiled, cleaned or adjusted while in operation.
- C. Manufacturers place guards at hazardous points on machinery. They must be in place and operational when you are working with or around the machine and must not be altered, bypassed or blocked.
- D. Before turning on any machine make sure all points of contact with moving parts are properly protected.
- E. Make sure everyone is clear of the machine before you start it.
- F. If the guards on a machine are not working correctly, STOP immediately and inform your supervisor.
- G. Never reach around or under a machine guard.
- H. No machine should be left running unattended, unless it is specifically designed for that purpose.
- I. Do not try to slow down or stop a moving part by hand or with a makeshift device. **WAIT FOR THE MACHINE TO STOP!**
- J. Before clearing a jam or repositioning stock, be sure to turn the machine off and wait for it to FULLY stop moving. If there is any risk that someone else may reactivate the machine while you are clearing the jam, a lock out must be used. (Refer to [Lock out procedures pg.20](#)).
- K. Adjusting tools or keys should not be left in places where they can fall, slide or be thrown into the machine while it is operating.
- L. Do **NOT** wear jewelry, gloves, neckties, unbuttoned long sleeves or loose clothing around machines. Long hair should be tied back.
- M. Machines should always be clean and free of rags, tools or other devices.
- N. The floor around the machine must be clean and dry to avoid electrical shock, slipping or falling.
- O. Use the proper brush, hook or tool to remove residue such as chips, shavings or paper.

5.0 HAND TOOLS

- A. Inspect all hand and power tools before use daily. Be sure that tools are in proper working condition and that all safety guards are present. Additionally, a thorough inspection must be made of the electrical cord and its components.
- B. Do not use any tool without proper training, instruction, and authorization.
- C. All metal parts, which do not carry electrical currents (handles, housing, etc.), must be grounded when connected to a power source. If the plug does not contain three (3) prongs, check the item's label to make sure that it reads, "Double Insulated".

- D. Do not use extension cords, except on a temporary basis. If you must use an extension cord, only use industrial extension cords. **NEVER** use cords that have breaks or patches.
- E. All tools must be used in accordance with manufacturer's instructions and within their capacity.
- F. All tools, regardless of ownership, must meet safety standards and be in good condition.
- G. Keep tools in good condition. Use, maintain and store power tools according to the manufacturer's instructions.
- H. Inspection of tools may be made at any time by Airswift or client management. Supervisors are authorized to ban the use of unsafe tools, regardless of ownership.
- I. Faulty tools must be tagged as unsafe and immediately removed from the work area.
- J. Use the proper tool for the job. Do not substitute, alter or use makeshift tools.
- K. Never leave power tools running while unattended.

6.0 LADDERS

Airswift employees are not allowed on scaffolds or ladders more than 12 feet above ground level **UNLESS** prior approval is obtained from Airswift. If you were not specifically advised that your assignment would require you to work on ladders or scaffolding, please call your Airswift Representative immediately. **Work above 6 feet off the ground requires fall protection and fall protection training.** Failure to wear fall protection when working at heights at or above six (6) feet without fall protection is grounds for disciplinary action up to and including immediate termination.

- A. To correctly position a straight ladder, place the feet parallel to the wall at a distance that is equal to one-fourth the ladder length.
- B. When in use, ladders must be firmly placed, held, tied or otherwise secured to prevent slipping or falling.
- C. Metal or fiberglass ladders **must** have rubber, nonskid base plates.
- D. Portable metal ladders should never be used near energized electrical circuits where they might be in danger of contact with the circuit.
- E. Ladders must not be placed in front of doors that open toward the ladder unless the door is held open, locked or guarded.
- F. Stepladders should **NEVER** be used as straight ladders.
- G. Don't ascend or descend ladders while carrying equipment or materials in your hands. Have both hands free.
- H. Standing on the top or second to top step of the ladder is extremely dangerous and must be avoided.
- I. Ladders must be inspected regularly and frequently. All defective ladders must be removed from service immediately.

- J. Do not use chairs, boxes, etc. as ladders.
- K. Only one employee is to use a ladder at a time.
- L. Never place a ladder against a window or other weak support point
- M. If your assignment requires a great deal of ladder use, boots with heels and non-skid soles are recommended.
- N. Ladders are required to have a weight rating. Check the rating before using to be sure you are not too heavy for the rating of the ladder you intend to use.

7.0 POWERED INDUSTRIAL TRUCKS

Airswift field staff employees are reminded that in order to comply with OSHA regulations, only trained and certified employees are allowed to operate forklifts, pallet jacks or motorized selectors. (For the purposes of this section these will all be referred to as forklifts.) If you have not been trained and authorized, you **CANNOT** operate this type of equipment. If asked, notify Airswift immediately.

- A. All traffic regulations established within the work site **MUST** be followed. A safe driving speed is determined by the driving surface, load stability, and facility rules and regulations.
- B. Drivers are to slow down and sound horns at aisle intersections, blind spots or other dangerous locations.
- C. No one is permitted to ride on any portion of a forklift unless they are in a provided seat or lift basket manufactured specifically to elevate workers.
- D. Operators of pallet jacks and selectors must stand within the drivers operating area. Arms and legs must remain inside the protected operator's area.
- E. No one is allowed to stand on or pass under the elevated portion of a forklift whether loaded or empty.
- F. Forklifts are to be inspected at the beginning of each shift or when you first start them.
- G. Fueling is allowed only when the engine is shut off.
- H. Report any problems concerning the forklift to your Supervisor. Follow your Supervisor's instructions concerning problem resolution.
- I. Only trained and authorized employees may perform maintenance on a forklift. To perform this function, it must be part of the assignment as explained by your Airswift Customer Service Representative.
- J. Operators moving a load must travel with the forks about 6 inches off the ground or as close to the ground as possible without dragging your forks or jarring your load.
- K. If the object to be moved obstructs the operator's vision at this height, the operator should move the load in reverse. However, he/she should turn as far in the seat as is possible to face the direction of travel.
- L. No employee shall elevate another person in any container or platform other than one designated for human occupancy and elevation.

- M. If you leave your forklift unattended, be sure to put the transmission in neutral, set the parking brake, remove the key, and set the forks in the lowest and foremost position.
- N. A load that exceeds your rated capacity for maximum weight or center of gravity should not be attempted.
- O. Never turn on an incline.

8.0 COMPRESSED GAS CYLINDERS

- A. Use extreme care when handling compressed gas cylinders. **DO NOT** drop, jar or expose them to extreme temperature.
- B. Except when in use, the valve cap or valve protection device must **ALWAYS** be in place.
- C. Always store compressed gas cylinders (whether full or empty) in an upright position. Chain or otherwise secure them so they cannot be upset or fall.
- D. Never store cylinders near any source of heat, flame or sparks.
- E. Never handle any cylinder whose contents are not clearly marked.
- F. Never use damaged cylinders.
- G. Never roll or drag cylinders.
- H. Never connect/disconnect cylinders unless you have been authorized, properly trained, and have the appropriate personal protective equipment.
- I. Unless your Airswift Customer Service Representative expressly advised you that you would be filling compressed natural gas tanks, you are not to perform this task during your assignment.
- J. Field staff are required to be trained and authorized to fill or refill compressed gas cylinders or tanks.
- K. NEVER fix, repair or perform any maintenance on a compressed gas cylinder or tank.

9.0 WELDING, CUTTING, AND ALLIED PROCESSES - Safe Work Practices

- A. Wear proper Personal Protective Equipment (PPE) for the job.
- B. Inspect equipment for leaks, damage, faulty valves or regulator problems before beginning work.
- C. NEVER disable breakers, fuses, guards, or automatic shutoffs.
- D. Keep people away from your flash, sparks, and heat.
- E. Keep welding equipment, cables and hoses away from passageways, ladders, and stairways. Secure equipment so it won't fall.
- F. Pick up tools and waste as you go.
- G. NEVER work in tanks, boilers, or other confined spaces.
- H. Use required fall protection when working above 6ft and never go above 24ft. Use proper ladder, scaffold or lifting mechanism. NEVER use makeshift.

- I. If a ground is provided you **MUST** use it. Failure to do so is very dangerous and grounds for immediate termination.
- J. Familiarize yourself with the location of fire extinguishers and blankets.
- K. Use flash shields when working in a heavily populated area.
- L. If you are working on an elevated surface, you must guard from generating slag or sparks that can fall on people or product below. Ask your supervisor for a protective “ground” covering. **NEVER** use cardboard or flammable materials for this purpose.

10.0 **ELECTRICAL SAFETY**

Only **AUTHORIZED** personnel are **EVER** permitted to do any electrical repair, adjustment and testing or service work. Government codes regulate these requirements and impose strict guidelines to follow in the area of electrical safety. Additionally, many states require special licensing for electricians and journeymen. Inform your Airswift Representative of all current state and local electrical certifications and licenses.

11.0 **LOCKOUT POLICY**

OSHA has established minimum standards that apply toward the protection of all employees at a facility where the Lockout/Tag out procedure is in use.

When a Lockout procedure is in action, there are three identifiable groups:

- A. **Authorized:** If you are involved in any way in the Lockout procedure, you **MUST** get training from your Client Supervisor. Each Lockout will have its own hazards based on the energy source that is being brought to Zero Energy State. You also **MUST** have your own lock anytime you have any risk from re-energizing
- B. **Affected:** These employees are not involved in the lockout but are somehow affected. Examples of Affected are line stoppage and altered travel routes. Each Affected person must be notified of the onset and conclusion of a lockout. The conclusion notification must take place prior to energizing.
- C. **Others:** These people who have no effect from, and often no knowledge of, the lockout procedure currently operating.

It is important for your safety and the safety of those around you that you know these groups and your position/responsibility when involved in a LOTO procedure. It is your responsibility to request specific training and instruction from your Client Supervisor **EACH** time you fall within the Authorized or Affected category.

FIRE PROTECTION


The thought of using a fire extinguisher seems easy and logical in an emergency. However, there is a required technique for proper use of an extinguisher. As such you **MAY NOT USE A FIRE EXTINGUISHER IF YOU HAVE NOT HAD FIRE EXTINGUISHER TRAINING.** Only trained and authorized employees may use fire

extinguishers. Employees must inform their Airswift Customer Service Representative of client requests to use fire extinguishers.

HAZARDOUS COMMUNICATION PROGRAM

Airswift Staffing is committed to the prevention of exposures that result in injury and/or illness; and to comply with all applicable state health and safety rules. The Client Site Supervisor is responsible for establishing and monitoring SDS program.

SAMPLE LABEL

<p>CODE _____</p> <p>Product Name _____</p>	}	Product Identifier	<p>Hazard Pictograms</p> 
<p>Company Name _____</p> <p>Street Address _____</p> <p>City _____ State _____</p> <p>Postal Code _____ Country _____</p> <p>Emergency Phone Number _____</p>	}	Supplier Identification	<p>Signal Word</p> <p>Danger</p>
<p>Keep container tightly closed. Store in a cool, well-ventilated place that is locked.</p> <p>Keep away from heat/sparks/open flame. No smoking.</p> <p>Only use non-sparking tools.</p> <p>Use explosion-proof electrical equipment.</p> <p>Take precautionary measures against static discharge.</p> <p>Ground and bond container and receiving equipment.</p> <p>Do not breathe vapors.</p> <p>Wear protective gloves.</p> <p>Do not eat, drink or smoke when using this product.</p> <p>Wash hands thoroughly after handling.</p> <p>Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p>In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO₂) fire extinguisher to extinguish.</p> <p>First Aid</p> <p>If exposed call Poison Center.</p> <p>If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>			<p>Hazard Statements</p> <p>Highly flammable liquid and vapor.</p> <p>May cause liver and kidney damage.</p>
<p>Precautionary Statements</p>			<p>Supplemental Information</p> <p>Directions for Use</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Fill weight: _____ Lot Number: _____</p> <p>Gross weight: _____ Fill Date: _____</p> <p>Expiration Date: _____</p>

This person will make sure procedures are developed to obtain the necessary SDSs and will review incoming SDSs for new or significant health and safety information. This person will make certain that any new information is passed on to affected employees.

The location of SDSs for all hazardous chemicals in use will be identified by the Client Site Supervisor for each job site. SDSs will be available to all employees during each work shift. If an SDS is not available or a new chemical in use does not have an SDS, immediately contact the Client Site Supervisor or Airswift Staffing.

(GHS), published in the Federal Register in March 2012 (77 FR 17574).










12.0 Hazard Communication Standard Labels

All labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier and supplier identification. Below is a sample HCS label, identifying the required label elements, is shown below. If needed supplemental information can also be provided on the label.

13.0 Hazard Communication Standard Pictogram

The Hazard Communication Standard (HCS) will require pictograms on the labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

Health Hazard 	Flame 	Exclamation Mark 
<ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
Gas Cylinder 	Corrosion 	Exploding Bomb 
<ul style="list-style-type: none"> • Gases under Pressure 	<ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals 	<ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
Flame over Circle 	Environment (Non Mandatory) 	Skull and Crossbones 
<ul style="list-style-type: none"> • Oxidizers 	<ul style="list-style-type: none"> • Aquatic Toxicity 	<ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

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California Injury and Illness Prevention Program
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Thank you for choosing Airswift as your employer. We welcome you to our team and hope your work experiences are safe, challenging and fulfilling!

Document Control – Revisions and Amendments

Version Number	Effective Date	Author	Amendments	Reason for Amendments
1	06.30.2020	Carol Stallworth	Initial Policy	
2	02.02.2022	Carol Stallworth		Annual Review
3	07.20.2023	Kellie Tetley		Annual Review