



Health Care Employee Safety Manual

SouthCoast Health

An Employee Guide to Safety Policies & Procedures to Support a Safety-Conscious Work Environment

Provided by: Sterling Risk Advisors, Inc.

Legal disclaimer to users of this form employee handbook:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought

Employee Safety Responsibilities

The primary responsibility of the employees of SouthCoast Health is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey SouthCoast Health's rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction NOT to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Director of Nursing Services or other member of Safety Committee.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

General Safety Rules

Conduct

- Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden. Refer to Standards of Conduct in the Employee Handbook.

Drugs and Alcohol

- Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden and may result in reasonable suspicion drug/alcohol testing and may lead up to discipline, up to including, termination. Refer to the Substance Abuse Policy in the Employee Handbook.

Housekeeping

- You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.
 - Do not place materials such as boxes or trash in walkways and passageways.
 - Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
 - Do not store or leave items on stairways.
 - Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
 - Straighten or remove rugs and mats that do not lie flat on the floor.
 - Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Injury Reporting

- All work-related injuries must be reported to your supervisor **immediately**. Incident report forms can be obtained by contacting your supervisor or any member of management. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your status, if on light duty or restricted work time.

SouthCoast Health provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

Off-Site Safety:

- Employees of SouthCoast Health are required to follow all client safety and security procedures during off site client visits.
- If your client host does not advise you regarding safety hazards consider the following:
 - Emergency exit location(s);
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three point contact (hand on rail and feet on stairs);
 - When visiting construction sites, eye protection, hearing protection, and hard hats are required. This equipment will be in the possession of the SouthCoast Health employee and not provided by the company.
 - Wear shoes that support your feet and are slip resistant.
 - Avoid clothing that is either constrictive or too loose. Loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at a location, employees are required to follow the above rules and work in a manner that reflects positively on the company. Before operating at a location, permission must first be secured from the manager or supervising physician.

Safety Orientation Training

The Company is committed to providing safety orientation and training for all employees at all levels of the Company. The Company will maintain and support a program to educate and familiarize employees with safety procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to the following:

- Personal protective equipment
- Emergency procedures
- Employee accident reporting requirements
- Return to work program
- Any OSHA required training not included or addressed above
- Patient Safety
- Blood Borne Pathogens

Periodic Inspections

It is the policy of our Company that workplaces are subject to periodic safety inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors, and vendors.

All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Workers' Compensation

Applies to: All Employees Injured During the Course and Scope of Their Normal Employment.

Please refer to your state's "Bill of Rights for the Injured Worker" to obtain further information on employee's rights and responsibilities. See the Human Resources department to obtain a copy.

Coverage and reports

SouthCoast Health maintains workers' compensation insurance coverage for the protection of individuals where an employer-employee relationship exists. An employee must report any injury or injury from an occupational disease to his or her supervisor or manager immediately. The employee's supervisor or another administrator must complete the Incident Report within 24 hours and immediately forward it to the Human Resources Director for processing.

When an injury or occupational disease is deemed to be work related, workers' compensation insurance payments cover medical bills and compensation for lost time in accordance with the Georgia Workers' Compensation Act.

Payment for lost time

An employee who loses more than seven calendar days as a result of a work related injury or occupational disease is placed on comp leave. Beginning with the second week, lost time is paid by Worker's Compensation insurance according to legally established rates. The employee may choose to use sick time during the first seven calendar days. This includes the day of the injury; therefore, employees leaving work to see a workers' compensation physician should clock out.

Return to work

In order to return to work, an employee must submit a statement from his or her physician authorizing the return and listing any restrictions or limitations. In addition, it is the employee's responsibility to notify his or her Workers' Compensation case worker of returning to work and/or any restrictions or limitations, and the employee should continue to update the case worker on his or her progress. Furthermore, the employee is required to submit documentation from the physician after each visit to the physician to ensure that SouthCoast Health has the most current information regarding the employee's work status.

Return to limited hours

Should an employee be permitted to return to a reduced number of hours, Workers' Compensation continues to pay a portion of lost wages in an amount determined by law.

Restricted Duty/Light Duty

SouthCoast Health will make every reasonable attempt to accommodate an employee whose physician has said that the employee can return to work with modified duties. Employees requiring follow-up visits

for physical therapy or other appointments after released to work will use sick leave, if available, for these absences.

Continuance of Health Care Benefits

The employee should contact the Human Resources Benefits Administrator to coordinate the continuance of insurance coverage. When necessary (i.e. when no check is available to deduct premiums), the employee should make arrangements to pay his or her contribution to insurance premiums. If no payments are made, insurance benefits may be terminated.

Work Related Injuries / Comp Leave

- All incidents which resulted in an injury should be reported within 24 hours.
- Supervisor completes the Incident Report and sends it to Human Resources.
- Human Resources files the claim with the Workers Compensation Carrier, with the exception of incidents that occur on the weekend (after 4:00PM on Fridays until 12:00 AM on Mondays), which should be reported by the Manager on duty.
- For work-related injuries, the employee should see a preferred physician for treatment which can be found on the posted Panel of Physicians in each location.

If more than seven calendar days are lost from work, the following procedures apply:

- The employee must submit to his or her department a physician's statement authorizing the absence and documenting the first date of absence and expected date of return to work or reevaluation.
- The department forwards the physician's statement to the Human Resources Director.
- After the seven calendar day waiting period, the Workers Compensation Carrier begins to pay the wage benefit.
- If necessary, the employee should make arrangements with the Human Resources Benefits Administrator to pay his or her contribution to insurance premiums. If no payments are made, insurance benefits may be terminated.
- Employee must submit physician's statement authorizing return to work and specifying functional limitations, if any.
- Employee must notify the Workers' Compensation case worker of return to work and any limitations or restrictions that may apply. In addition, the employee should continue to inform the case worker of his or her progress.

Employees are required to cooperate with SouthCoast, and any other treating healthcare professional in connection with a claim for workers' compensation and treatment of any work-related injury. Any claim for an injury or illness caused by an employee's willful misconduct, alcohol, or drug usage or that occur during the employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Company will not be compensable.

SouthCoast will not tolerate any form of retaliation against an employee based solely on the fact that he/she has submitted a claim for or is receiving benefits under Georgia's Workers' Compensation Act.

Any employee who fails to return to work after being released by an approved physician will be considered to have resigned and will be terminated.

- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program for those employees who are eligible. Please see the employee handbook for guidance on FMLA eligibility.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.

- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Supervisor and the Human Resources Department.

Emergency Action Plan

General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers
 - ❖ Fire/Police/Ambulance 911
 - ❖ Human Resources (912) 303-3552
 - ❖ Operator "0"
- Know where the exits are located
- In the event of any emergency, do not take elevators, use the stairs
- Do not hesitate to call or alert others if you believe that an emergency is occurring, you will not "get in trouble."

Fire Prevention / Safety

- Smoking is only allowed in designated exterior smoking areas.
- No candles or open flames are allowed within the office facility.
- No flammable chemicals are allowed inside the building at any time.
- If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.
- Alert other persons in the immediate hazard area.
- Activate a fire alarm.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
 - P**=Pull the safety pin
 - A**=Aim the nozzle at the base of the fire
 - S**=Squeeze the operating lever
 - S**=Sweep side to side covering the base of the fire
 - ❖ *When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*
 - ❖ *Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*
- Have someone notify the fire department of where the emergency is located.

Fire Evacuation

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the job site. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (Note: never use elevators during fire alarm situations).
- Supervisors should be the last persons to leave the area. Check the job site to be sure that all staff and patients have been evacuated.
- Any employee or patient having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building, all personnel should report for a head count.

- If any employee is missing, an immediate report should be made to the manager or mentor who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.

Please refer to the Code Red Policy provided by your manager for further details.

Medical Emergency

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved and initiate CPR if necessary.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- If the person is an employee Human Resources will make any necessary notifications to family members.

Severe Weather

In the case of severe weather, the office manager will immediately follow the corporate evacuation plan. Employees will be able to call into a toll free number to be used as a communication tool, with vital information about returning to work and how to reach your managers, if the need arises.

1-855-260-1605

Physical threat Control Procedures

- If you perceive the possibility of a physical threat call 911.
- If you perceive the possibility of physical injury:
- Assume a non threatening physical posture and voice tone.
- State in clear concise terms what you want the individual to do.
- State what you can do to help.
- Speak with authority.
- Make direct commands.
- Set a time limit. At the end of set time, seek assistance from a staff member.
- If you are assaulted:
- Leave the area.
- Report assault to appropriate party / parties.
- Do not return alone. Bring assistance with you

Please refer to the Workplace Violence policy in the employee handbook for more details.

Electrical Safety

- Keep electric cords out of areas where they will be damaged by stepping on or kicking them.
- Turn electrical appliances off with the switch, not by pulling out the plug.
- Turn all appliances off before leaving for the day.
- Never run cords under rugs or other floor coverings.

OSHA Compliance Programs

Hazard Communication

- All SouthCoast Health employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
- Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards, and general safe handling guidelines. At SouthCoast Health, the SDS collection is located on the SouthCoast Health Intranet. Please go to the S: drive -> Employee Log-In-> MSDS. Employees are free to utilize the MSDS at any time as needed.
- ❖ General rules for handling chemicals in an office environment are:
 - Read all label warnings and instructions.
 - Follow instructions for quantity. More is not better.
 - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to your Job Site Manager and Human Resources.
- ❖ All chemical containers must be labeled to identify contents and hazards. All labels will have four specific standards to inform the user of the hazard class and category.
 - ❖ **Pictogram:** a symbol plus other graphic elements, such as a border, background pattern, or color that is intended to convey specific information about the hazards of a chemical. Each pictogram consists of a different symbol on a white background within a red square frame set on a point (i.e. a red diamond). There are nine pictograms under the GHS. However, only eight pictograms are required under the HCS.
 - ❖ **Signal words:** a single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label. The signal words used are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for less severe hazards.
 - ❖ **Hazard Statement:** a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.
 - ❖ **Precautionary Statement:** a phrase that describes recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling of a hazardous chemical.

Bloodborne Pathogens

- Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. These include HIV, which leads to AIDS and hepatitis.
- Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
- Unless you are actively involved in rendering medical assistance to a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
- In the event that you find spilled bodily fluids, syringes, or other medically contaminated materials, do not attempt to clean it up by yourself. Contact your immediate supervisor.

Personal Protective Equipment (PPE)

- Inspect PPE prior to each use.
- Do not use damaged PPE.
- You are required to maintain and keep PPE clean.

Job-Specific Safety Precautions

Infection Control

- Do not bend, recap, remove, shear or purposely break any needles.
- Discard disposable needles or medical sharps into the containers labeled "Biohazard Sharps".
- Do not reach into containers when discarding the sharp items.
- Wash or flush areas with water if your skin surface, eyes or mouth are splashed or spattered with blood or other bodily fluids. Eyewash bottles are located in lab locations.
- Wear non-permeable gloves when contact with blood, non-intact skin, mucous membranes or other infectious materials is possible.
- Do not use gloves which are torn, cut or punctured.
- When required to wear protective gloves do not use hand to face movements when handling materials that are visibly contaminated with human blood.
- Wash hands and other exposed skin surfaces on the arms and forearms with soap and water or a waterless cleaner immediately upon removal of protective gloves.
- Wear latex or vinyl gloves and full face and body protection whenever large amounts of blood or body fluids are present or anticipated.
- Place protective equipment contaminated with human blood in the red containers labeled "Biohazard"; these containers prevent leakage during collection, handling, storage and transport.
- When performing emergency medical care, wear latex or vinyl gloves. When finished using the gloves, discard them immediately into the "Biohazard" marked bag/container for disposal.
- Wear full face protection whenever administering patients who are vomiting, coughing, choking, sneezing or being incubated.
- Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your bare hands.
- Use bag-valve masks or pocket "mask to mouth" devices when performing CPR.

Lifting

- Plan the move before lifting; ensure that you have an unobstructed pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get firm grips on the object using your hands and fingers. Use handles when they are present.
- Hold the object as close to your body as possible.
- While keeping the weight of the load in your legs, stand to an erect position.

- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Computer Workstation Ergonomics

As we spend increasing amounts of time at our computer workstation, we need to be aware of how the design and arrangement of our equipment can impact our comfort, health, and productivity.

DESK/WORKSTATION/KEYBOARD

Many ergonomic problems associated with computer workstations occur in the shoulder, elbow, forearm, wrist, and hand. Continuous work on the computer may expose soft tissues in these areas to repetition, awkward postures, and forceful exertions, especially if the workstation is not set up properly.

The following adjustments should be made to your workstation to help prevent the development of an ergonomic problem in the upper extremities:

- The desktop should be organized so that frequently used objects are close to the user to avoid excessive extended reaching.
- The area underneath the desk should always be clean / uncluttered to accommodate the user's legs and allow for stretching.
- If a fixed-height desk is used, add a keyboard tray that adjusts vertically to provide added adjustability.
- Use a headset or speaker phone to avoid neck and shoulder discomfort if you use a phone frequently throughout the day.
- Place the phone on the side of your non-dominant hand (i.e., left side if right-handed, right side if left-handed)
- Position your desk lamp (if you use one) so that it illuminates source documents without causing either glare on the computer screen or direct illumination to your eyes.
- Adjust keyboard height so shoulders can relax and allow arms to rest at sides. An articulating keyboard tray is often necessary to accommodate proper height and distance.
- Position the keyboard directly in front and be close to the user to avoid excessive extended reaching.
- Forearms parallel to the floor (approximately 90 degree angle at elbow).
- Mouse should be placed adjacent to keyboard and at the same height as the keyboard. Avoid extended and elevated reaching for keyboard and mouse. The back of the wrist should be kept flat (in a neutral position). Do not rest the hand on the mouse when you are not using it. Rest hands in your lap when not entering data.
- A padded wrist rest will help to keep your wrist in a straight and neutral position while typing and keep your arms off the sharp edges of the work surface.
- Do not rest your wrists or hands on a palm or wrist rest when you are keying. These rests are designed to provide support only during breaks from keying.
- The slope of the keyboard may need to be adjusted so that it is flat in order that your wrists are straight and not bent back while you are typing.
- Press the keys gently; do not bang them or hold them down for long periods. Keep your shoulders, arms, hands, and fingers relaxed.

CHAIR ADJUSTMENTS

Contrary to popular belief, sitting, which most people believe is relaxing, is hard on the back. The following recommendations can help increase comfort for computer users:

- "Dynamic sitting", don't stay in one static position for extended periods of time.
- When performing daily tasks, alternate between sitting and standing or take small walking breaks throughout the day.
- The chair back should have a lumbar support
- Adjust height of backrest to support the natural inward curve of the lower back.
- It may be useful to use a rolled towel, lumbar roll or cushion to support the low back.
- The angle of the back rest is subjective but the trunk and upper legs should form an angle between 90 to 115 degrees.
- Adjust height of chair so feet rest flat on floor
 - Sit upright in the chair with the low back against the backrest and the shoulders touching the backrest.
 - Thighs should be parallel to the floor and knees at about the same level as the hips.
 - Back of knees should not come in direct contact with the edge of the seat pan. There should be 2-4 inches between the edge of the seat and the back of the knee.
- Arm rests should be removable and the distance between the arm rests should be adjustable.
 - Adjust height and/or width of armrests so they allow the user to rest arms at their sides and relax/drop their shoulders while keyboarding.
 - Don't use armrests to slouch. Also, chair arms should not noticeably elevate your shoulders or force you to move your arms away from your body to use them.
 - Elbows and lower arms should rest lightly on armrests so as not to cause circulatory or nerve problems.
- Use a footrest when attempts to adjust your chair and the rest of the workstation fail to keep your feet on the ground.
- Ensure that you have some space (2-3") between the top of your thighs and the underside of your workstation.

COMPUTER MONITOR(S)

Once the chair and work surface height are properly adjusted, the computer monitor should be placed so the top of the screen is at or just below eye level when seated in an upright position. The following suggestions can help prevent the development of eye strain, neck pain and shoulder fatigue while using your computer workstation:

- Make sure the surface of the viewing screen is clean.
- Adjust brightness and contrast to optimum comfort.
- Position the monitor directly in front of the user to avoid excessive twisting of the neck.
- User must position the monitor at a comfortable viewing distance, approximately 18-30 inches from the user.
- Position monitors at right angles from windows to reduce glare. Close window blinds as needed to reduce glare from sunlight.
- Position monitors away from direct lighting which creates excessive glare or use a glare filter over the monitor to reduce glare.
- Adjust the monitor tilt so that ceiling lights do not reflect on your screen.
- If a document holder is used, it should be placed at approximately the same height as the monitor and at the same distance from the eyes to prevent frequent eye shifts between the monitor screen and reference materials.
- Get regular eye check-ups.
- Adjust as needed for larger screens. You may need to sit farther away and increase the font size to take full advantage of the larger screen.

Bifocal and trifocal wearers have to pay particular attention to the placement of their monitor. Wearers of bifocals and trifocals often unknowingly tilt their heads backwards so they can read the screen through the lower portion of their glasses. This can sometimes lead to neck, shoulder, and back discomfort. Potential solutions include either lowering the computer monitor or purchasing glasses designed specifically for working at the computer.

Commitment to Safety

SouthCoast Health recognizes that our staff and our patients drive our business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by SouthCoast Health's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

SouthCoast Health is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and SouthCoast Health.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, SouthCoast Health will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, SouthCoast Health subscribes to these principles:

- Accidents are preventable through implementation of effective Safety and Health Control policies and programs.
- Safety and Health controls are a major part of our work every day.
- Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds SouthCoast Health in higher regard with customers, and increases productivity.
- SouthCoast Health will comply with all safety and health regulations which apply to the course and scope of operations.
- Management is responsible for providing the safest possible workplace for Employees.
- Management of SouthCoast Health is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
- Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
- Management and supervisors of SouthCoast Health will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
- Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Employee Acknowledgement Form

SouthCoast Health is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community, and SouthCoast Health. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and SouthCoast Health policies and procedures. Failure to comply with these policies may result in disciplinary actions. Respecting this, SouthCoast Health will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, SouthCoast Health subscribes to these principles:

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- Safety and Health controls are a major part of our work every day.
- Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds SouthCoast Health in higher regard with customers, and increases productivity. This is why SouthCoast Health will comply with all safety and health regulations which apply to the course and scope of operations.
- Management is responsible for providing the safest possible workplace for Employees. Consequently, management of SouthCoast Health is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
- Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
- Management and supervisors of SouthCoast Health will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
- Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at SouthCoast Health must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of SouthCoast Health's employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Employee Signature

Date