



Employee Safety Manual

Midwest Elevator & Drilling, Inc.

**A Guide to Safety Policies & Procedures
to Support a Safety-Conscious Work Environment**

TABLE OF CONTENTS

PREFACE	2-3
EMPLOYEE SAFETY RULES	4-7
1. CONDUCT	4
2. DRUGS AND ALCOHOL	4
3. HOUSEKEEPING	4
4. INJURY REPORTING	4
5. PERSONAL PROTECTIVE EQUIPMENT (PPE)	4
6. EQUIPMENT OPERATION	4
7. LADDERS	5
8. CRANES/HOISTS/LIFTING DEVICES	5
9. LOCKOUT/TAGOUT	5
10. HAZARD COMMUNICATIONS	5
11. CONFINED SPACE ENTRY	6
12. EMERGENCIES	6
13. COMPANY VEHICLES AND DRIVER SAFETY	7
14. ELECTRICAL SAFETY	7
15. LIFTING	7
16. STAYING SAFE	7
SAFETY COORDINATOR RESPONSIBILITIES	8
CLIENT VISITS	9
REPORTING INJURIES	10
EMERGENCY ACTION PLAN	11-12
1. EVACUATION	11
2. EMPLOYEE DISCOVERING A FIRE	11
3. MEDICAL EMERGENCY	11
4. SEVERE WEATHER	12
5. WORKPLACE VIOLENCE	12
FIRE PREVENTION PLAN & ELECTRICAL SAFETY	13
RETURN TO WORK PROGRAM	14
HAZARD COMMUNICATIONS	15
JOB SITE SAFETY & SECURITY	16
SEXUAL HARASSMENT POLICY	17
CONSIDERATIONS FOLLOWING A SERIOUS INDUSTRIAL ACCIDENT	18
BLOODBORNE PATHOGENS	19
VEHICLE USE POLICY	20
EMPLOYEE ACKNOWLEDGEMENT FORM	21

Midwest recognizes that our people drive the 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 Midwest'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.

Midwest 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 Midwest

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

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Midwest in higher regard with customers, and increases productivity. This is why Midwest will comply with all safety and health regulations, which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Midwest is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. 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.
6. Management and supervisors of Midwest 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.
7. 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 Midwest must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

President

Employee Safety Handbook

The primary responsibility of the employees of Midwest 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 Midwest'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/she is under instruction **not** to begin the task until he/she discusses the situation with his or her **supervisor (Andy Falk)**. 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/she is required to contact the **Safety Coordinator, Mark Stangret**.

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

- 1. 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.
- 2. 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.
- 3. Housekeeping:** The following areas must remain clear of obstructions:
 - Aisles/exits
 - Fire extinguishers and emergency equipment
 - All electrical breakers, controls, and switches
 - Eye wash/safety showers

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.

- 4. Injury Reporting:** All work-related injuries must be reported to your supervisor immediately. 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 progress. You must also give your supervisor any paperwork that you received at the appointment.

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

- 5. Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
 - a) Safety Glasses – must be worn at all times on the job site.
 - b) Hard Hats – must be worn at all times on the job site.
 - c) Steel toed boots – must be worn at all times on the job site.
 - d) High Visibility vests – Where required on the job site.
 - e) Harness & Retractable – Where required for fall protection
 - f) Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries.
 - g) Welding – appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
 - h) Hearing Protection – is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).

- 6. Equipment Operation:** You must be authorized by your supervisor to operate the following:

- Company vehicles,
- Welders, and
- Cranes/hoists
- Drill rig

When operating machines: do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.

Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.

Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations. Never reach into an operating machine or moving machine part.

7. Ladders:

- Only use OSHA approved ladders;
- Inspect all ladders prior to each use;
- Ladders must be placed on secure footing;
- Only one person is allowed on a ladder at a time;
- Never stand on the top two steps of a stepladder;
- Always maintain 3-point contact when working on ladders;
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders.

8. Cranes/Hoists/Lifting Devices:

- a) All truck-mounted cranes will have current certification.
- b) Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- c) Never walk under a load suspended from a hoist or crane.
- d) Keep all personnel clear of the 'fall zone' of the crane/hoist.
- e) Know the weight of material being lifted. Never overload a crane/hoist.

9. Lockout/Tagout

– prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position. Midwest uses a combination lock with unique combinations. A tag with the name and phone number of the person applying the lock is required.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

10. Hazard Communication:

- a) All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
 - FIRE** (red background color) - will the material burn?
 - HEALTH** (blue background) - is the material dangerous to my body?
 - REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

-0 Minimal -1 Slight -2 Moderate -3 Serious -4 Severe

- b) A Safety Data Sheet (SDS) must be secured for all chemicals purchased or brought on site. You have a right to access SDS's – ask your supervisors.
- c) Follow all label and SDS instructions – including amount instructions
- d) Possible products may be propane, gas and diesel.
- e) Do not mix chemicals unless authorized to do so.
- f) Keep all chemicals in closed containers.
- g) Store all flammable liquids in safety cans. Never use flammable chemicals around ignition sources such as smokers, pilot lights, or arcing/sparking electrical equipment.
- h) Wear required Personal Protective Equipment and minimize contact with the chemical.
- i) Do not eat, drink, or smoke while using chemicals. And always wash your hands after handling chemicals.

11. Confined Space Entry – Only trained and authorized employees are permitted to enter confined spaces. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work. (Confined spaces should be labeled as such)

12. Emergencies:

- a) In the event of any serious injury or fire, call 911. Send someone to the facility entrance to meet the Fire Department. If in doubt, call 911.
- b) Upon discovering a fire, alert others in immediate danger and initiate facility-wide fire alarm.
- c) When the evacuation signal is given, all employees should immediately turn off equipment, close doors, and evacuate to their designated evacuation areas. Attendance will be taken to account for all personnel. Stay together in the group until further instructions are received.
- d) Do not attempt to fight any fire which is uncontained, too hot, too smoky, or if you are too frightened.
- e) To use a fire extinguisher, remember PASS:
 - P = Pull (the safety pin)
 - A = Aim (at the base of the fire)
 - S = Squeeze (the lever)
 - S = Sweep (side to side)

If you use a fire extinguisher, remember:

- Stay low,
 - Keep yourself between the fire and an exit,
 - Do not turn your back on a fire, and
 - Immediately report the use to your supervisor.
- d) Do not touch blood or any other bodily fluid during or following an incident. If you are trained to administer first aid, gloves and other barriers are located with the first aid equipment. If you think that you have been exposed to bodily fluid, notify your supervisor immediately.

13. Company Vehicles and Driver Safety:

- a) Only employees authorized by Midwest are permitted to operate Midwest vehicles.
 - b) No 'side trips' or personal use of company vehicles are permitted.
 - c) Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.
 - d) All local and state traffic regulations and signs must be followed.
 - e) No unauthorized riders, hitchhikers, etc., are allowed.
 - f) All moving violations resulting in points being assigned to your license must be reported to your supervisor.
 - g) Driving while under the influence of alcohol or other drugs is forbidden.
- Employees driving their personal vehicles on company business must follow steps 'c – g,' shown above.

14. Electrical Safety:

- a) Report all electrical problems and suspected problems to your supervisor.
- b) All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.
- c) Inspect all plugs, cords, and portable equipment prior to use.
- d) Report any damaged electrical equipment to your supervisor. Only authorized personnel are permitted to make repairs.
- e) Extension cords are to be used only for temporary applications. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs/mats or through walls.
- f) Any personal electrical devices must be approved by Midwest prior to use.

15. Lifting:

- a) If you need help moving material, request assistance.
- b) When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.
- c) When you turn holding an object, move your feet, and do not twist.

16. Staying Safe - Report any unsafe conditions or situations to your supervisor. If you have suggestions on improving any aspect of safety in the facility, discuss it. If you are unsure of how to operate a piece of equipment or complete an assignment, **ask for help**. Asking for help when you are unsure reduces the chance of injury.

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, will result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

Mark Stangret is designated as Midwest's Safety Coordinator. **Andy Falk** is designated as Associate Safety Coordinator. The Safety Coordinator is responsible for implementation and compliance with the Safety and Health Policy of Midwest and is accountable for results as measured by criteria, such as incident rates.

Other responsibilities include:

1. Resolve questions, approve and/or recommend necessary expenditures to correct unsafe conditions.
2. Make regular job site tours, and safety inspections to determine if safe work practices are being observed; ensure that unsafe conditions do not exist.
3. Actively participate and follow the safety and health programs.
4. Plan and coordinate all safety training and testing given to employees. Review results to be sure they are satisfactory. Maintain appropriate records of training and testing.
5. Review disciplinary actions with the employees.
6. Personally perform safety inspections, and review safety inspection reports and unsafe conditions reported by supervisors, employees, or others. Make or obtain corrections as required to maintain a safe workplace and ensure compliance.
7. Conduct regular safety meetings with employees to promote safety awareness and compliance with the Safety and Health Policies.
8. Ensure compliance with safe work practices and 's safety rules. Take appropriate disciplinary action to ensure compliance.
9. Investigate accidents and assist with completion of accident report forms when required.
10. Review reports of first aid incidents and reportable injuries to determine possible preventative actions. Take immediate corrective actions as required.

1. Employees of Midwest are required to follow all client safety and security procedures during client visits.

2. 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 visiting manufacturing or construction sites, eye protection, hearing protection, and hard hats are frequently required. Ideally, this equipment will be in the possession of the Midwest employee and not provided by the client.

If you will be touring a construction site, dress appropriately. Wear shoes that support your feet and are slip resistant.

Avoid clothing that is either constrictive or too loose; loose clothing be get caught in machinery or other equipment.

1. Any work-related injury or suspected injury must be reported immediately to your supervisor and to Human Resources. A first report of injury form must be completed. Failure to promptly report an injury may result in disciplinary action.
2. After each practitioner appointment, the employee must report to his/her supervisor and Human Resources to review his/her progress.
3. Midwest provides light duty work for employees recovering from injury when possible. Employees are required to return to light duty work immediately upon release if available.
4. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.
5. Employees are urged to report hazardous conditions and "near miss" incidents to their supervisors before injuries result.
6. Any attempt to defraud Midwest with a false workers' compensation claim will result in disciplinary action. The case can also be referred to the district attorney for possible prosecution.

GENERAL EMERGENCY GUIDELINES:

- Stay calm and think through your actions
- Know the emergency numbers:
 - Fire/Police/Ambulance 911
 - Human Resources - Katrina Ramirez @ 952-928-4202
- Know where the stairwell exits are located
- Do not hesitate to call/alert others if you believe that an emergency is occurring
- Know where emergency equipment is located:

FIRE:**1. EVACUATION**

- Employees will be notified of a fire either by the fire alarm system or by an announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the building using the closest stairs. 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.
- Upon exiting the building, personnel should report to General Contractor for a headcount.
- If any employee is missing, an immediate report should be made to the General Contractor.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- Do not re-occupy the building until the General Contractor tells you it is ok to do so.
- In the event of inclement weather, General Contractor will make arrangements for all personnel to move to shelter.

2. EMPLOYEE DISCOVERING A FIRE:

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call on site supervisor.
- 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.*

3. MEDICAL EMERGENCY: (chest pains, loss of consciousness, fall from a height, etc.)

- Upon discovering a medical emergency, call 911.
- Stay with the person involved being careful not to come in contact with any bodily fluids, unless properly trained and equipped.
- Send someone to notify the General Contractor
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.

4. SEVERE WEATHER:

- Follow job site/ General Contractor's procedure.

5. WORKPLACE VIOLENCE:

- Any employee who feels that he/she has been threatened should immediately report their concern to their manager and to Human Resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

*If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with your supervisor so that a prevention plan can be developed.

1. Smoking is not allowed in any interior area of any building. Smoking is only allowed in designated exterior smoking areas.
2. Hot work: contractors performing hot work (welding and flame cutting) must contact General Contractor for approval prior to the start of the work.
3. The following areas must remain clear and unobstructed at all times:
 - Exit doors,
 - Aisles,
 - Electrical panels, and
 - Fire extinguishers.

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Midwest and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

Midwest has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Midwest wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which may include transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- You must complete and sign a First Report of Injury or Illness form.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Return to Work Evaluation form. Regardless of the choice of physicians, the Return to Work form must be completed for each practitioner visit. Midwest will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work, when available, is for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Midwest approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- 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 this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request / Physician's Authorization form.
- 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.

1. All Midwest employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS's detail the chemical contents, associated hazards, and general safe handling guidelines.
3. General rules for handling chemicals in an office environment are:
 - Read all label warnings and instructions.
 - 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 Human Resources.



Follow all rules designated by the General Contractor of the job site you are working on.

Midwest does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with Midwest. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Sexual harassment, one type of prohibited harassment, has been defined according to Midwest guidelines as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
- *Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.*

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any non-employee.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager, or to Human Resources.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given 's obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

Any work-related accident resulting in serious injury or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA.

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer unsolicited opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your entire facility is as prepared as possible).
2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.
3. Have a representative of your company contact the employee's next of kin to inform him/her of the circumstances. If possible, this contact should be made in person. Offer to provide transportation and/or other support. (For example, providing a Midwest representative at the hospital will convey the company's concern).
4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e. material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow 's procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:
 - a) The serious accident that occurred.
 - b) That all the necessary steps were taken to care for the person involved.
 - c) That an accident investigation is being performed.
 - d) That all employees will be kept informed.
 - e) The availability of the Employee Assistance Program (EAP) (if applicable).
 - f) Provide encouragement and request that employees work safely.
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS, and hepatitis.
2. 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.
3. In the event of 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 of any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources immediately for instructions.

To: All drivers

- This policy applies to:
 - Vehicles owned, leased, or rented to Midwest.
 - Personally owned vehicles driven by employees on behalf of Midwest.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Midwest.

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an, 'unacceptable driver,' our employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for Midwest business:

- Your Personal Auto Liability insurance is the primary payer. Midwest's insurance is in excess of your coverage.
- You should carry at least \$1,000,000.00 per occurrence liability coverage. Evidence of insurance coverage is to be provided to either Midwest each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- Midwest is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to Midwest as soon as possible.

While driving, cell phones must be used in a hands free mode only. No texting or web access is allowed while driving. If needed find a safe place to park the vehicle when performing any cell phone operation list or you feel could be unsafe.

By signing this document you are agreeing that you have read and understood the Vehicle Use policy, and will comply.

Employee's Signature

Date

Midwest 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 Midwest.

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 Midwest policies and procedures. Failure to comply with these policies may result in disciplinary actions.

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

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Midwest in higher regard with customers, and increases productivity. This is why Midwest will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Midwest is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. 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.
6. Management and supervisors of Midwest 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.
7. 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 Midwest 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 Midwest'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