Employees Safety Manual
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Commitment to Safety

Health and Safety Policy Statement

Dear Employee,

I am pleased to introduce Match Converge’s Health & Safety Policy.

OUR GOAL: “No One Gets Hurt”

As CEO and Founder of Match Converge, I want to let you know the safety of our employees is a major priority. We are never too busy to take care of our employees. Match Converge is committed to taking every reasonable effort to provide a safe and healthful place of employment; to abide by all regulations as they pertain to our industry that are set forth in federal, state and local standards and statutes; to integrate good work-safety habits into every aspect of our operations.

Safety is the responsibility of all employees. We recognize that a safe work environment can only be established and sustained through a united effort by all employees. The assistance of each person is expected and required. Your full cooperation is vital to achieving our goal: “No One Gets Hurt”

In an effort to fulfill this commitment, safety training certifications, safety videos, and safety policies and procedures have been developed that identify the minimum standards we must follow. Everyone has been assigned safety responsibilities. The policies and responsibilities are not all-inclusive; but are in place to provide a foundation that will foster a safe work environment.

Our safety program is intended to benefit our most important resource, YOU! Your commitment to our Health and Safety policy is greatly appreciated and is critical to the continued success of Match Converge.

Sincerely,

Christian T. Miller
President
Match Converge
Corporate Safety Policies and Procedures

This safety policy states Convergence’s overall view of safety and the tenets of the safety program for our operations.

In order to establish and organize good safety policies and procedures, this General Safety Policies and Procedures Written Plan summarizes information regarding safety policies and procedures at Match Converge.

General Company Safety Philosophy Statement

This general company safety philosophy has been developed to reflect and communicate the proactive safety attitude maintained at Match Converge.

The company will comply with appropriate safety and security laws and regulations such as those established by:

- The Occupational Safety and Health Act (OSHA)
- The EPA (Environmental Protection Agency)
- The DOT (Department of Transportation)
- All other applicable federal, state, and local safety and health regulations.

In addition, our corporate safety philosophy includes the following vision statements:

The company will comply with appropriate safety and security laws and regulations such as those established by OSHA, EPA, DOT, and all other applicable federal, state, and local safety and health regulations. We believe that the safety of employees is of utmost importance, along with quality, production, and cost-control. Maintenance of safe operating procedures at all times is of both monetary and human value, with the human value being far greater to the employer, the employee, and the community. The following principles support this philosophy:

- All injuries and accidents are preventable through establishment and compliance with safe work procedures.
- The prevention of bodily injury and safeguarding of health are the first considerations in all workplace actions and are the responsibility of every employee at every level.
- Written safety plans describing the safe work practices and procedures to be practiced in all workplace actions are an essential element of the overall workplace safety program. All employees at every level are responsible for knowing and following the safety practices described in the written safety plans.
- Off the job, all employees should be similarly safe and demonstrate awareness of potential hazards.
General Rules

The primary responsibility of the employees of Match Converge 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 Match Converge’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 HR Department at (866) 249-6128

**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.

Drugs/Alcohol/Dangerous Substances
Reporting for work while under the influence of illegal drugs or alcohol is forbidden. The possession or use of dangerous substances on Company premises or client locations, including weapons, firearms, or explosive devices, violates Company policy and will not be tolerated. Such actions will result in disciplinary action up to and including dismissal and may subject an employee to prosecution.
Housekeeping

You are responsible to keep your work area clean and safe. Disposing of trash and waste in containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:
- Aisles/Exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches

Equipment, Supply, and Building Security

Employees should treat all Company property with care and respect and obtain proper authorization before using company equipment or property. This includes the property of our clients and at client locations. Employees are expected to help prevent unauthorized access to and use of Company equipment, including telecommunication network and computer systems. Match Converge property should remain on company premises. Files, records, and equipment should not be used/taken off premises without proper authorization. Abuse of Company property and unauthorized access to or use of Company facilities or equipment violates Company policy.

Injury Reporting

All work-related injuries and accidents must be reported to your supervisor immediately. The manager must assure that the appropriate accident or First Report of Injury Form is completed and the Human Resources Department is notified and provided with the original form. This must be accomplished within 24 HOURS of the incident. Failure to immediately report injuries can result in loss of Workers’ Compensation benefits and can result in disciplinary action up to termination. 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.

Match Converge 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.

Questions regarding injury reporting, please contact the Human Resources Department:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dawn Black</td>
<td>HR Director</td>
<td>443-688-5124</td>
</tr>
<tr>
<td>Rebecca Ogundana</td>
<td>HR Administrator</td>
<td>443-688-5100</td>
</tr>
<tr>
<td>ext 249</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
General Rules

Off-Site Safety

a. Employees of Match Converge are required to follow all safety and security procedures during off-site visits and all client locations.

b. 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 may be required. This equipment will be in the possession of the Match Converge employee and not provided by the client
   - 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.

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 different locations, employees are required to follow the above rules, as well as all location 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.

Safety Orientation Training

The Company is committed to providing safety and health related 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 and health 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:

1. Company specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Employee accident reporting requirements
8. Return to work program
9. Any OSHA required training not included or addressed above
10. Emergency Action/Fire Prevention Plan
11. Emergency Response Plan
12. Ergonomics Program
13. Hazard Assessment
14. Hazard Communication
15. Housekeeping
16. Medical Surveillance/First Aid
17. Personal Protective Equipment
18. Powered Industrial Trucks
19. Stairways and Ladders
20. Cutting Safety
21. Workplace Security Plan
22. Jobsite Inspection Checklist

**Periodic Inspections**

It is the policy of our Company that workplaces are subject to periodic safety and health 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.

**Incident/Accident Reporting**

Ideally, claims should be reported on the same day accidents occur. Understandably, it is not always feasible to report a claim immediately. However, our company’s goal is to report 90% or more of our claims within 24 hours and 100% or more of our claims within 2 days of date of injury. In all cases, reporting should be done within the required timeframe specified by state law.

Any work related injury can have the potential to become a Worker’s Compensation claim. For this reason, all employees are instructed to report all work related injuries, no matter how minor, to their immediate supervisor as soon as possible (same business day). The supervisor is
responsible for informing the proper management person as soon as possible (same business day). This person is then responsible for reporting the injury to our Workers' Compensation Insurer, using the Employer's First Report of Injury Form.

If an injury occurs:
   1. Notify your supervisor
   2. Report the incident to Tracy Giuffreda, HR Admin, at (443) 688-5100 ext. 114
   Seek medical treatment, if needed

Purpose:

Prompt claim reporting is essential and beneficial to all parties involved (employee, employer and insurance carrier). State requirements established by the Department of Industrial Relations also mandate the prompt reporting of employee injuries. The employer’s First Report of Injury form is used to satisfy this requirement.

Procedure:

1. Work related injuries will be reported to the insurance company using the Employer’s First Report of Injury form.
2. The First Report of Injury Form should be completed and sent to the insurance company within 48 hours of being made aware of the injury.
3. For accidents involving death or severe injury such as an amputation or head trauma, a telephone or fax report should be made as soon as possible, followed by the First Report of Injury form.

The best way to lower workers compensation costs is to prevent accidents from happening in the first place. However, after an accident occurs the simplest way to control the cost of a claim is to report it promptly. Filing a claim within a day or two of an incident can help our company with:

- Facilitating prompt and appropriate medical care which may possibly avoid medical complications and reduce treatment costs.
- Reducing litigation by providing immediate contact and prompt delivery of benefits to injured employees.
- Ensuring prompt and successful return-to-work to reduce loss of productivity.
- Allowing enough time for a complete accident investigation.
- Recording facts about the incident while they are still fresh.
- Avoiding fines or surcharges that may be awarded if employee benefits are delayed.

Every employee is required to report all accidents immediately and a first report of injury must be completed promptly.

Steps to remember:

- Any work-related injury or suspected injury must be reported immediately one or more of the following: to your supervisor, Job Site Superintendent and to Human Resources. An employee statement, witness statement, and supervisory report
form should be completed. Failure to promptly report an injury may result in disciplinary action.

- Human Resources will issue a patient visit form for the injured employee to take to the treating medical practitioner. The employee must return this form to Human Resources by the next business day.

- After each practitioner appointment, the employee must report to his/her supervisor and Human Resources to review his/her progress.

- Match Converge provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.

- 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.

Return to Work Program

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 Match Converge 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.

Match Converge 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.

Match Converge 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 includes transitional or light duty work. The Return to Work program is temporary, not to exceed six months.

Employee Procedures (For injuries resulting in lost time away from work)

- 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.

- Employees are subject to post-injury drug screening. If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.

- You must complete and sign a 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. Match Converge will not accept a general note stating that you are only to be off of work.

• Under this program, temporary light duty work is available 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.

• Employees who are unable to work and whose absences Match Converge approves must keep us informed on a weekly basis of their status. Failure to do so may result in deactivation of the employee’s profile, and ability to access employee portal.

• 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 Agreement / 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 30 days. 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.

Emergency Action Plan

General Emergency Guidelines

• Human Resources - 443-688-5124
• Know where the building 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.”
Building Evacuation

- Employees will be notified of a fire by the fire alarm system.
- Upon becoming aware of a fire, 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 personnel have evacuated.
- Any employee 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 headcount.
  - If any employee is missing, an immediate report should be made to the highest ranking employee on-site, 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.
- The order to re-occupy a job site or building will be issued by the highest ranking employee on-site.
- In the event of inclement weather, the highest ranking employee on-site will make arrangements for all personnel to move to shelter.
Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call 911 to request emergency assistance.
- 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 highest ranking employee on-site of where the emergency is located. He/she will relay this information to the fire department.

Emergency Action Plan

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 being careful not to come in contact with any bodily fluids.
- Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire dept. personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency.

Severe Weather

- The Human Resources Department will monitor a weather alert radio. If a severe weather report is issued, she/he will immediately e-mail the global announcement.
- Employees will shut down all equipment and will be instructed where to go for safety.
• The supervisor will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

Earthquake Evacuation

• During an earthquake the most important thing is to keep your wit. Try to relax yourself and always think twice before making a move because only a calm mind can make the right decision
• If an earthquake occurs, immediately exit the building as fast as possible and move towards open ground. If you cannot reach open ground in time you should take shelter beneath a desk, staying away from windows at all times. Electrical wires must be avoided at all costs.

Emergency Contact Information

Dawn Black       (443) 688-5124
Tracy Giuffreda  (443) 688-5100 ext. 114
Pat Hanratty     (443) 688-5165

See your local yellow pages for area listings or dial 911

Hanover Office Location

FIRE DEPARTMENT: Harmans Dorsey Fire Department
TELEPHONE: (410) 850-5048

POLICE DEPARTMENT: Anne Arundel Police Department
TELEPHONE: (410) 222-6155

EMERGENCY MEDICAL SERVICES (AMBULANCE): Anne Arundel Medical Center
TELEPHONE: (443) 481-1200

HOSPITAL: Anne Arundel Medical Center
TELEPHONE: (443) 481-1000
Sexual Harassment Policy

Match Converge does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with Match Converge. 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 Match Converge 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;
- 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:

- Tell the harasser that his or her actions are not welcome and they must stop if you feel comfortable enough to do so.
- Report the incident immediately to your supervisor/manager, and Human Resources representative.
- 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 Match Converge’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.

**Workplace Violence**

- Any employee who feels that she/he has been threatened should immediately report their concern to the supervisor 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 Human Resources so that a prevention plan can be developed.
Vehicle Use Policy

To: All drivers of Match Converge

This policy applies to:

- Vehicles owned, leased, or rented to Match Converge.
- Personally owned vehicles driven by employees on behalf of Match Converge.

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

- 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,’ your 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 Match Converge business:

- Your Personal Auto Liability insurance is the primary payer. Match Converge’s insurance is in excess of your coverage.
- Evidence of insurance coverage is to be provided to Match Converge each year, by a copy of your policy’s Declaration page or a Certificate of Insurance.
- Match Converge 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 Match Converge as soon as possible.

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

Employee’s Full Name

Employee’s Signature

MC ID#

Date
OSHA Compliance Programs

Hazard Communication

All Match Converge employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.

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. 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, and Reactivity), a number from 0-3 will be assigned. The number reflects the degree (or amount) of hazard:
  - 0 Minimal
  - 1 Slight
  - 2 Moderate
  - 3 Serious

Bloodborne Pathogens
- 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.
- 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.
- 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 any bodily fluids.
- 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.
Personal Protective equipment (PPE)
Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

Fire Prevention
- Smoking is prohibited on our property. If an employee needs to take a smoke break, they must do it outside of the building. Employees allowed smoking in client locations ONLY if there are specifically designated exterior smoking areas.
- No candles or open flames are allowed within the office facility.
- Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
- 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.
- Only trained and authorized employees are allowed to use a portable fire extinguisher in the event of an emergency.

Electrical Safety
- With the exception of independently fused multi-tap cords for computers, extension cords are not allowed.
- 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, like space heaters, off before leaving for the day.
- Never run cords under rugs or other floor coverings.
- Any electrical problems should be reported immediately.
- The following areas must remain clear and unobstructed at all times:
  - Exit doors,
  - Aisles,
  - Electrical panels, and
  - Fire extinguishers.
General Safety Precautions

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 a firm grip 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.

For additional tips and tricks regarding proper lifting procedures and other safety procedures visit our Youtube.com channel at

https://www.youtube.com/channel/UCzk83KErUxHPPDQvJEMYJyF\nA/videos
Ladders & Stepladders
- Read and follow the manufacturer’s instructions label affixed to the ladder if you are unsure how to use it.
- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
- Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
- Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
- Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
- Allow only one person on the ladder at a time.
- Face the ladder when climbing up or down it.
- Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
- Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
- Do not stand on the top two rungs of any ladder.
- Do not stand on a ladder that wobbles, or that leans to the left or right of center.
- When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
- Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
- Do not move a rolling ladder while someone is on it.
- Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
- Do not carry items in your hands while climbing up or down a ladder.
General Safety Precautions

Housekeeping

- Do not place materials such as boxes or trash in walkways and passageways.
- Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
- 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.
- Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
- Straighten or remove rugs and mats that do not lie flat on the floor.
- Remove protruding nails or bend them down into the lumber by using a claw hammer.
- Return tools to their storage places after using them.
- Do not use gasoline for cleaning purposes.
- Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Job-Specific Safety Precautions

Physical Threat Control Procedures

- If you perceive the possibility of a physical threat, use the emergency telephone number listed near the telephone.
- If you perceive no immediate physical threat:
  - Notify other staff members and have a stand-by to render assistance.
  - State clearly who you are and what you can do to help.
- If you perceive the possibility of severe 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(ies).
  - Do not return alone. Bring assistance with you.
Robberies

- Greet all customers that come into the store.
- If an argument or fight breaks out on the premises, call the police and do not use physical force.
- Do not be drawn outside the store for any reason.
- Do not try to physically stop a shoplifter.
- Keep the robbery as short as possible. Do not resist or argue with a robber.
- Keep your hands visible at all times.
- Warn the robber of the movements you are going to make such as reaching for a bag or opening the cash register.
- Do not chase or follow the robber as he leaves; call the police.
- Do not pull a weapon if you are being held up.

Knives/Sharp Instruments

- When handling knife blades and other cutting tools, direct sharp points and edges away from you.
- Cut in the direction away from your body when using knives.
- Use a knife that has been sharpened; do not use knives that have dull blades.
- Do not use knives that have broken or loose handles.
- Do not use knives as screwdrivers, pry bars, can openers or ice picks.
- Do not leave knives in sinks full of water.
- Do not pick up knives by their blades.
- Carry knives with their tips pointed towards the floor.
- Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
- Do not attempt to catch a falling knife.
- Store knives in knife blocks or in sheaths after using them.
- Do not use honing steels that do not have disc guards.

Microwave Ovens

- Do not operate a microwave oven if it has a bent door, broken hinges or latches, or cracking in its seals.
- Use caution when removing hot items from the microwave.
- Do not place metal containers or other metal objects in microwave ovens.
- Do not place meat in the microwave that weighs less than or greater than the manufacturer's capacity limits posted on the microwave door.

Refrigerated Cooler

- If provided, wear the back belt/brace when stocking shelves.
- Check for loose product on the top of the cases prior to lifting down a case for restocking of shelves.
SAFETY GUIDELINES—WORKING IN FROZEN FOOD

- Always place wet floor signs in the work area prior to starting the reset work in the freezer cases (wet floors signs will be provided by Nestle)

- Always keep a mop and paper towels in the work area to clean up any spills as they occur (you should ask the manager for use of a mop and paper towels for the reset time)

- If, upon entering the work area where the resets are taking place, there are any unsafe conditions (for yourselves or the store’s customers - i.e. wet floors, debris on the ground, etc.), please immediately notify the Area Manager or CM Client Services Manager, and the store manager. Unsafe conditions upon entering should be addressed by, and in cooperation with, the store.

- Please wear slip resistant shoes.

- Don’t obstruct the aisle with u-boats or carts. Keep everything you are working with to one side or the other. Be aware of customers and offer to help when they walk by. If you can’t help them, take them to a manager who can help them.

- When putting product in a shopping cart always line the bottom with cardboard to prevent water from dripping on the floor. DO NOT leave frozen product out for longer than 15 minutes.

- Be aware of damaged or opened packages and remove them from the sales floor immediately.

Storeroom/Stockroom:

- Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.

- Do not stack boxes, cases, or packages of product above the number or height recommended by the supplier. Check with your manager if you are unsure.

- Do not use razorblades, screwdrivers, or knives which were not supplied by the company to open boxes or cases.

- Do not lift slippery or wet objects; use a hand truck.

- Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.

- Do not smoke while handling chemicals labeled "Flammable."

- Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters.

- Do not handle or load any containers of chemicals if their containers are cracked or leaking.

- Obey all safety and danger signs posted in the workplace.

Compactor Safety

- Only authorized persons may operate the trash compactor.

- Open the loading door and place empty cartons and other trash into the loading chute.

- Do not load chemicals, flammable materials, or hazardous waste into the compactor.

- Check the gauge frequently in order to ascertain when the compactor is full.
• Make sure the loading door is closed and the interlocks are engaged before starting the compactor.
• When the gauge registers as full, push the start button for the trash to be compacted.
• Refer to proper lock out/tag out procedures before attempting to remove obstacles.
• Never climb inside the compactor unit.

Baler Operations
• Only baler operators may operate the baler.
• Do not exceed the capacity of the baler. Read the capacity plate on the baler if you are unsure.
• Do not place glass or combustible materials in the baler.
• Before operating, make sure that all safety gates and doors are closed and all guards are in place.
  • Open the loading door and place empty cartons inside the baling chamber.
  • When the chamber is full (this varies depending on the model), close the loading door.
  • Press the selector switch and the baler will compress the cartons.
  • After the baler has completed its cycle, insert twine through the appropriate holes and tie securely.
• Follow rules for using safety cutters when cutting the twine used to tie the bale.
• Do not eject the bale until the area in front of the baler is clear of people and other obstructions.
• Follow the instructions posted on the machine for the removal of bales.
• Refer to proper lock out/tag out procedures before attempting to remove obstructions.
Warehouse Safety

- When stocking shelves by hand, position the materials to be shelved slightly in front of you, so you do not have to twist when lifting and stacking materials.
- Visually inspect for sharp objects or other hazards before reaching into containers such as garbage cans, boxes, bags or sinks.
- Remove or bend nails and staples from crates before unpacking the crates.
- When cutting shrink wrap with a blade, always cut away from you and your co-workers.
- Do not try to kick objects out of pathways. Push or carry them out of the way.
- Do not let items overhang from shelves into walkways.
- Move slowly when approaching blind corners.
- Place heavier loads on the lower or middle shelves.
- Remove one object at a time from shelves.
- Place items on shelves so that they lie flat and do not wobble.

Loading Docks

- Keep the forklift clear of the dock edge while vehicles are backing up to the dock.
- Do not begin loading or unloading until the supply truck has come to a complete stop, the engine has been turned off, the dock lock has been engaged (if one is being used), and the wheels have been chocked.
- Do not drive the forklift into the truck until the bridge or dock plate has been attached.
- Do not drive the forklift into a truck bed or onto a trailer that has "soft" or loose decking or other unstable flooring.
- Drive straight across the bridge plates when entering or exiting the trailer.
- Use dock lights or headlights when working in a dark trailer.

Follow the instructions on the label

- Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear when using chemicals labeled "Flammable," "Corrosive," "Caustic" or "Poisonous."
- Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage.
- Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
- Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable", observe the following safety procedure:
  - Only use red color-coded, metal containers for transferring the liquid.
  - Electrically ground and bond the containers as follows:
    - Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.
    - Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.

- Do not use chemicals from unlabeled containers and unmarked cylinders.
- Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
- Do not drag containers labeled "Flammable."
- Use a rubber cradle when transporting unpackaged, glass bottles of chemicals.
- Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
- Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

**Machine Safety**

- Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
- Replace guards, before starting the machine, after making adjustments or repairing the machine.
- Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
- Do not wear loose clothing, jewelry or ties in the machine shop.
- Read and obey safety warnings posted on or near any machinery.
- Long hair must be contained under a hat or hair net, regardless of gender.

**Hand Tool Safety**

- Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
- Tag worn, damaged or defective tools "Out of Service" and do not use them.
- Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
- Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
- Do not perform "make-shift" repairs to tools.
- Do not throw tools from one location to another or from one employee to another.
- Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

**Forklift Safety**

- Only employer authorized personnel may operate forklifts.
- Do not exceed the forklift lift capacity (Refer to the lift capacity plate on the forklift).
- Follow the manufacturer’s guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
- Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
- Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
- After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
- Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
- Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
- Approach railroad tracks at a 45 degree angle.
- Do not drive over objects in your pathway.
- Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
- Steer wide when making turns.
- Do not drive up to anyone standing or working in front of a fixed object such as a wall.
- Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
- Obey all traffic rules and signs.
- Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
- Do not exceed a working speed of five miles per hour and slow down in congested areas.
- Stay a minimum distance of three fork truck lengths from other operating mobile equipment.
- Drive in reverse and use a signal person when your vision is blocked by the load.
- Look in the direction that you are driving; proceed when you have a clear path.
- Do not use bare forks as a man-lift platform.
- Do not load pallets of wood that are not banded on to the forklift.
- Do not drive the forklift while people are on an attached aerial lift platform.
- Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
- Drive unloaded forklifts in reverse when going up a ramp & forward when going down a ramp.
- Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
- Do not attempt to turn around on a ramp.
- Do not use "Reverse" to brake.
- Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

**Hand Truck Safety**

- When loading hand trucks, keep your feet clear of the wheels. on the hand truck if you are unsure.
- Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
- For extremely bulky or pressurized items, such as gas cylinders, strap or chain the items to the hand truck.
- Tip the load slightly forward so that the tongue of the hand truck goes under the load.
- Push the tongue of the hand truck all the way under the load that is to be moved.
- Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
- Push the load so that the weight will be carried by the axle and not the handles.
- If your view is obstructed, ask a spotter to assist in guiding the load.
- Do not walk backward with the hand truck, unless going up ramps.
- When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
- Move hand trucks at a walking pace.
- Store hand trucks with the tongue under a pallet, shelf, or table.

**Pallet Jack Safety**

- Do **NOT** operate Pallet Jack (Manual or Electric) until trained and authorized by your supervisor.
- Always check Pallet Jack (Manual or Electric) to see that it is in good working order before attempting to handle a load.
- Notify your supervisor about any faulty equipment immediately.
- Always examine pallet before attempting to move it. Determine that load is not severely shifted or too tall to go through doorways.
- When pulling loads always be watchful for any overhead obstructions.
- Make sure Jack is in pallet straight and in the center of the pallet.
- Never attempt to lift load with one fork.
- Use both hands when jacking up a manual Pallet Jack to prevent muscle strain.
- When pulling Pallet Jack, make sure it is in the neutral position. This will reduce fatigue.
- When pulling heavy pallets, pulling on wet floor, or on a grade, have someone assist by pushing pallet or holding back on pallet, whichever is needed.
- Swing wide on corners to avoid hitting door frames, merchandise, and wing displays.
- Use **Extra** caution when operating jack on a grade. Never turn sharp on a grade.
- Use wall of truck bed as a brake along with helper to keep heavy loads at a controlled speed.
- **Always** let Jack down when stocking on the sales floor or anytime the Jack is left unattended.
- Do not bump or hit walls or counters when parking pallets. This can damage walls, knock counters out of alignment, and damage product with an only a slight bump.
- Make sure Pallet Jack is at a complete stop and in down position before releasing handle.
- Keep all body parts (hands, arms, feet, etc) from getting underneath a pallet when it is in a raised position.
- Pallet Jacks are for work only. Horseplay, including riding the jacks, is strictly prohibited.

**Compressed Gas Cylinders – Storage & Handling**

- Do not handle oxygen cylinders if your gloves are greasy or oily.
- Store all cylinders in the upright position.
- Place valve protection caps on gas cylinders that are in storage or not in use.
- Do not lift cylinders by the valve protection cap.
- Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
• Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
• Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
• If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

Office Safety

• Do not work on any computer, typewriter, or other electrical office machines if your hands are wet, nor while standing on damp floors.
• Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
• Do not stand on a swivel chair.
• Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.
• Do not compact material in the waste basket with your hands or your feet.
• Do not use cardboard boxes as waste receptacles
• Do not leave file drawers open; always use the handles to close them.
• Do not stack file cabinets on top of one another.
• Open one file cabinet drawer at a time.
• Put heavy files in the bottom drawers of file cabinets.
Employer/Employee Responsibilities

This section lists responsibilities of employers and employees. These responsibilities are to be taken seriously at all times.

It is the policy of Match Converge to provide a place of employment reasonably free from hazards which may cause illness, injury, or death to associates. It is also this company's policy to establish an effective and continuous safety program incorporating educational and monitoring procedures maintained to teach safety, correct deficiencies, and provide a safe, clean working environment.

All company supervisors, managers, directors, and officers are responsible for the enforcement of safety policies and practices. They must ensure that:

- Their staff members are trained in appropriate safety procedures. Individual safety files are maintained in Personnel for all associates.
- They notify the team leader and complete the necessary forms if an accident or work-related health problem occurs in their department.
- Equipment and property within their area of responsibility is maintained in a safe, hazard-free condition.

The employer's paramount obligation is to provide a safe and healthful work environment. This can be achieved through training and information-provision to all levels of employees regarding proper work practices and safe operating practices. Achievement of this goal is to be checked through regular inspections of facilities and equipment where unsafe conditions might be found.

All employees have a responsibility to themselves and to the company for their safety and the safety of the coworkers. All employees are required to:

- Comply with all federal, state, and local rules and regulations relevant to their work.
- Observe all company rules and regulations related to the efficient and safe performance of their work.
- Integrate safety into each job function and live by this philosophy in the performance of job duties.
- Report or correct unsafe equipment and practices.
- Report any accidents that occur while on the job.

Supervisory Responsibilities

To get the most of our safety program, each supervisor needs to fully recognize his or her responsibilities for safe working conditions and practices in their areas of responsibility.

The best methods are invariably safe methods. Getting employees to use the best methods requires each supervisor to whole heartily accept the following responsibilities.
- Know and actively enforce all company policies, rules, and procedures pertaining to safety.
- Detect and eliminate, or report for attention, all recognized hazards.
- Enforce the proper use and maintenance of machines, tools, equipment, and facilities.
- Enforce employees’ use of protective clothing and equipment required for each job.
- Educate employees in the proper moving, handling, and storage of materials and equipment.
- Make regular and routine checks of workplace for unsafe actions, conditions, or practices.
- Insist upon good housekeeping and make frequent inspections.
- Make certain all employees are informed about job hazards and how to eliminate, control, or avoid them. Show the safe way to do the job and make frequent inspections for unsafe actions.
- Conduct continuous job specific safety instruction and training on hazard recognition.
- Insist upon immediate first aid for all injuries no matter how slight. Follow up to ensure appropriate treatment has been provided.
- Investigate every doctor needed and lost time case thoroughly and promptly. Accident reports must be made out for all such injuries.
- Attend and participate in all accident prevention meetings when assigned.
- Give constant feedback to employees on successes and failure of hazard reduction activities.

Failure to fulfill supervisory safety responsibilities will subject supervisors to our corporate safety and health disciplinary program policies.

Incentive Program
Our organization is fully cognizant of the fact that programs in writing are not as important as the programs, policies, and procedures actually being used as a standard practice. Management realizes that for a program to be effective safety has to be given a top priority every day and for every evolution that takes place. To promote employee involvement and to keep our employees and project managers thinking “safe productivity” we have revised our STAR Program and incorporated a safety incentive as part of our corporate safety policies.

The safety portion of our program is designed to promote and encourage awareness of operations as they may relate root causes or contributing factors to injuries, illnesses, and or property damage. All near misses shall be investigated as well. Our program is also designed to award the many verses the few and specifically discourages employees from not reporting incidents or subject injured employees to harassment for experiencing an injury or illness.

Practice good work safety habits!
We also remind all employees that it is a condition of employment, work safely and follow all written procedures as outlined in our written safety & health program. Failure to do so may be subject to disciplinary action.

Disciplinary Policy
All safety rules, procedures, and plans in effect at this company are intended to be followed. Upon violation of any company safety rule, the violating employee will be penalized. The severity of the penalty could result in disciplinary action up to termination.
Employee Acknowledgement Form

Match Converge 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 Match Converge. 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 Match Converge policies and procedures. Failure to comply with these policies may result in disciplinary actions. Respecting this, Match Converge will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Match Converge 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 Match Converge in higher regard with customers, and increases productivity. This is why Match Converge 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 Match Converge 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 Match Converge 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 Match Converge 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 Match Converge’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 Name                                  MC ID#

__________________________________________  _____________________________
Employee’s Signature                           Date

After signing the acknowledgement page e-mail it to info@matchconverge.com or fax to (443) 688–5083

**Personal Protective equipment (PPE)**

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean. Fire Prevention & Electrical Safety

1. Smoking is prohibited on our property. If an employee needs to take a smoke break, they must do it outside of the building. Employees allowed smoking in client locations **ONLY** if there are specifically designated exterior smoking areas.
2. No candles or open flames are allowed within the office facility.
   3. Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
4. 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.
   5. Only trained and authorized employees are allowed to use a portable fire extinguisher in the event of an emergency.

**Electrical Safety**

1. With the exception of independently fused multi-tap cords for computers, extension cords are not allowed.
2. Keep electric cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances, like space heaters, off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following electrical areas must remain clear and unobstructed at all times:
   - Exit doors,
   - Aisles,
   - Electrical panels, and
Fire extinguishers.

General Safety Precautions

Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. 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.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. **Bend at the knees, not at the back.**
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. 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.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. 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.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use it.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down adder. General Safety

Precautions

Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Remove protruding nails or bend them down into the lumber by using a claw hammer.
9. Return tools to their storage places after using them.
10. Do not use gasoline for cleaning purposes.

11. Use caution signs or cones to barricade slippery areas such as freshly mopped floors. Job-Specific Safety Precautions

Physical Threat Control Procedures

1. If you perceive the possibility of a physical threat, use the emergency telephone number listed near the telephone.
2. If you perceive no immediate physical threat:
   a. Notify other staff members and have a stand-by to render assistance.
   b. State clearly who you are and what you can do to help.
3. If you perceive the possibility of severe physical injury:
   a. Assume a non threatening physical posture and voice tone.
b. State in clear concise terms what you want the individual to do. c. State what you can do to help.
d. Speak with authority.
e. Make direct commands.
f. Set a time limit. At the end of set time, seek assistance from a staff member.

4. If you are assaulted:
   a. Leave the area.
   b. Report assault to appropriate party(ies).
   c. Do not return alone. Bring assistance with you.

Robberies

1. Greet all customers that come into the store.
2. If an argument or fight breaks out on the premises, call the police and do not use physical force.
3. Do not be drawn outside the store for any reason.
4. Do not try to physically stop a shoplifter.
5. Keep the robbery as short as possible. Do not resist or argue with a robber.
6. Keep your hands visible at all times.
7. Warn the robber of the movements you are going to make such as reaching for a bag or opening the cash register.
8. Do not chase or follow the robber as he leaves; call the police.
9. Do not pull a weapon if you are being held up.

Knives/Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Use a knife that has been sharpened; do not use knives that have dull blades.
4. Do not use knives that have broken or loose handles.
5. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
6. Do not leave knives in sinks full of water.
7. Do not pick up knives by their blades.
8. Carry knives with their tips pointed towards the floor.
9. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
10. Do not attempt to catch a falling knife.
11. Store knives in knife blocks or in sheaths after using them.
12. Do not use honing steels that do not have disc guards.

Microwave Ovens

1. Do not operate a microwave oven if it has a bent door, broken hinges or latches, or cracking in its seals.
2. Use caution when removing hot items from the microwave.
3. Do not place metal containers or other metal objects in microwave ovens.
4. Do not place meat in the microwave that weighs less than or greater than the manufacturer's capacity limits posted on the microwave door.

**Refrigerated Cooler**

1. If provided, wear the back belt/brace when stocking shelves.
2. Check for loose product on the top of the cases prior to lifting down a case for restocking of shelves.

**SAFETY GUIDELINES—WORKING IN FROZEN FOOD**

1. Always place wet floor signs in the work area prior to starting the reset work in the freezer cases (wet floors signs will be provided by Nestle)
2. Always keep a mop and paper towels in the work area to clean up any spills as they occur (you should ask the manager for use of a mop and paper towels for the reset time)
3. If, upon entering the work area where the resets are taking place, there are any unsafe conditions (for yourselves or the store's customers - i.e. wet floors, debris on the ground, etc.), please immediately notify the Area Manager or CM Client Services Manager, and the store manager. Unsafe conditions upon entering should be addressed by, and in cooperation with, the store.
4. Please wear slip resistant shoes.
5. Don’t obstruct the aisle with u-boats or carts. Keep everything you are working with to one side or the other. Be aware of customers and offer to help when they walk by. If you can’t help them, take them to a manager who can help them.
6. When putting product in a shopping cart always line the bottom with cardboard to prevent water from dripping on the floor. DO NOT leave frozen product out for longer than 15 minutes.
7. Be aware of damaged or opened packages and remove them from the sales floor immediately.

**Storeroom/Stockroom:**

1. Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
2. Do not stack boxes, cases, or packages of product above the number or height recommended by the supplier. Check with your manager if you are unsure.
3. Do not use razorblades, screwdrivers, or knives which were not supplied by the company to open boxes or cases.
4. Do not lift slippery or wet objects; use a hand truck.
5. Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
6. Do not smoke while handling chemicals labeled “Flammable.”
7. Do not store chemicals labeled “Flammable” near sources of ignition such as space heaters.
8. Do not handle or load any containers of chemicals if their containers are cracked or leaking.
9. Obey all safety and danger signs posted in the workplace.

**Compactor Safety**

1. Only authorized persons may operate the trash compactor.
2. Open the loading door and place empty cartons and other trash into the loading chute.
3. Do not load chemicals, flammable materials, or hazardous waste into the compactor.
4. Check the gauge frequently in order to ascertain when the compactor is full.
5. Make sure the loading door is closed and the interlocks are engaged before starting the compactor.
6. When the gauge registers as full, push the start button for the trash to be compacted.
7. Refer to proper lock out/tag out procedures before attempting to remove obstacles.
8. Never climb inside the compactor unit.

**Baler Operations**

1. Only baler operators may operate the baler.
2. Do not exceed the capacity of the baler. Read the capacity plate on the baler if you are unsure.
3. Do not place glass or combustible materials in the baler.
4. Before operating, make sure that all safety gates and doors are closed and all guards are in place.
   - Open the loading door and place empty cartons inside the baling chamber.
   - When the chamber is full (this varies depending on the model), close the loading door.
   - Press the selector switch and the baler will compress the cartons.
   - After the baler has completed its cycle, insert twine through the appropriate holes and tie securely.
5. Follow rules for using safety cutters when cutting the twine used to tie the bale.
6. Do not eject the bale until the area in front of the baler is clear of people and other obstructions.
7. Follow the instructions posted on the machine for the removal of bales.
8. Refer to proper lock out/tag out procedures before attempting to remove obstructions.

**Warehouse Safety**

1. When stocking shelves by hand, position the materials to be shelved slightly in front of you, so you do not have to twist when lifting and stacking materials.
2. Visually inspect for sharp objects or other hazards before reaching into containers such as garbage cans, boxes, bags or sinks.
3. Remove or bend nails and staples from crates before unpacking the crates.
4. When cutting shrink wrap with a blade, always cut away from you and your co-workers.
5. Do not try to kick objects out of pathways. Push or carry them out of the way.
6. Do not let items overhang from shelves into walkways.
7. Move slowly when approaching blind corners.
8. Place heavier loads on the lower or middle shelves.
9. Remove one object at a time from shelves.
10. Place items on shelves so that they lie flat and do not wobble.

**Loading Docks**

1. Keep the forklift clear of the dock edge while vehicles are backing up to the dock.
2. Do not begin loading or unloading until the supply truck has come to a complete stop, the engine has been turned off, the dock lock has been engaged (if one is being used), and the wheels have been chocked.
3. Do not drive the forklift into the truck until the bridge or dock plate has been attached.
4. Do not drive the forklift into a truck bed or onto a trailer that has "soft" or loose decking or other unstable flooring.
5. Drive straight across the bridge plates when entering or exiting the trailer.
6. Use dock lights or headlights when working in a dark trailer.

**Hazardous Materials Safety**

1. Follow the instructions on the label
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear when using chemicals labeled "Flammable," "Corrosive," "Caustic" or "Poisonous."
3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage.
4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
5. Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable," observe the following safety procedure:
   a. Only use red color-coded, metal containers for transferring the liquid.
   b. Electrically ground and bond the containers as follows:
      (1) Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.
      (2) Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
      (3) You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.
6. Do not use chemicals from unlabeled containers and unmarked cylinders.
7. Do not perform "hot work", such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
8. Do not drag containers labeled "Flammable."
9. Use a rubber cradle when transporting unpackaged, glass bottles of chemicals.
10. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
11. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

Machine Safety

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
2. Replace guards, before starting the machine, after making adjustments or repairing the machine.
3. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
4. Do not wear loose clothing, jewelry or ties in the machine shop.
5. Read and obey safety warnings posted on or near any machinery.
6. Long hair must be contained under a hat or hair net, regardless of gender.

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

Forklift Safety

1. Only employer authorized personnel may operate forklifts.
2. Do not exceed the forklift lift capacity (Refer to the lift capacity plate on the forklift).
3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
4. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
5. Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
7. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
8. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
10. Do not drive over objects in your pathway.
11. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
12. Steer wide when making turns.
13. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
14. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
15. Obey all traffic rules and signs.
16. Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
17. Do not exceed a working speed of five miles per hour and slow down in congested areas.
18. Stay a minimum distance of three fork truck lengths from other operating mobile equipment.
19. Drive in reverse and use a signal person when your vision is blocked by the load.
20. Look in the direction that you are driving; proceed when you have a clear path.
21. Do not use bare forks as a man-lift platform.
22. Do not load pallets of wood that are not banded on to the forklift.
23. Do not drive the forklift while people are on an attached aerial lift platform.
24. Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse when going up a ramp & forward when going down a ramp.
26. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
27. Do not attempt to turn around on a ramp.
28. Do not use "Reverse" to brake.
29. Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

**Hand Truck Safety**

1. When loading hand trucks, keep your feet clear of the wheels.
2. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.
3. Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
4. For extremely bulky or pressurized items, such as gas cylinders, strap or chain the items to the hand truck.
5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Push the tongue of the hand truck all the way under the load that is to be moved.
7. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Push the load so that the weight will be carried by the axle and not the handles.
9. If your view is obstructed, ask a spotter to assist in guiding the load.
10. Do not walk backward with the hand truck, unless going up ramps.
11. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
12. Move hand trucks at a walking pace.
13. Store hand trucks with the tongue under a pallet, shelf, or table.

**Pallet Jack Safety**

1. Do **NOT** operate Pallet Jack (Manual or Electric) until trained and authorized by your supervisor.
   2. Always check Pallet Jack (Manual or Electric) to see that it is in good working order before attempting to handle a load.
3. Notify your supervisor about any faulty equipment immediately.
   4. Always examine pallet before attempting to move it. Determine that load is not severely shifted or too tall to go through doorways.
5. When pulling loads always be watchful for any overhead obstructions.
6. Make sure Jack is in pallet straight and in the center of the pallet.
7. Never attempt to lift load with one fork.
8. Use **Extra** caution when operating jack on a grade. Never turn sharp on a grade.
9. When pulling Pallet Jack, make sure it is in the neutral position. This will reduce fatigue.
   10. When pulling heavy pallets, pulling on wet floor, or on a grade, have someone assist by pushing pallet or holding back on pallet, whichever is needed.
11. Swing wide on corners to avoid hitting door frames, merchandise, and wing displays.
12. Use **Extra** caution when operating jack on a grade. Never turn sharp on a grade.
13. Use wall of truck bed as a brake along with helper to keep heavy loads at a controlled speed.
14. **Always** let Jack down when stocking on the sales floor or anytime the Jack is left unattended.
   15. Do not bump or hit walls or counters when parking pallets. This can damage walls, knock counters out of alignment, and damage product with an only a slight bump.
16. Make sure Pallet Jack is at a complete stop and in down position before releasing handle.
17. Keep all body parts (hands, arms, feet, etc) from getting underneath a pallet when it is in a raised position.
18. Pallet Jacks are for work only. Horseplay, including riding the jacks, is strictly prohibited.

**Compressed Gas Cylinders – Storage & Handling**

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
   6. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
7. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
8. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

Office Safety

1. Do not work on any computer, typewriter, or other electrical office machines if your hands are wet, nor while standing on damp floors.
2. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
3. Do not stand on a swivel chair.
4. Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.
5. Do not compact material in the waste basket with your hands or your feet.
6. Do not use cardboard boxes as waste receptacles
7. Do not leave file drawers open; always use the handles to close them.
8. Do not stack file cabinets on top of one another.
9. Open one file cabinet drawer at a time.
10. Put heavy files in the bottom drawers of file cabinets.

Employer/Employee Responsibilities

This section lists responsibilities of employers and employees. These responsibilities are to be taken seriously at all times.

It is the policy of Match Converge to provide a place of employment reasonably free from hazards which may cause illness, injury, or death to associates. It is also this company's policy to establish an effective and continuous safety program incorporating educational and monitoring procedures maintained to teach safety, correct deficiencies, and provide a safe, clean working environment.

All company supervisors, managers, directors, and officers are responsible for the enforcement of safety policies and practices. They must ensure that:

- Their staff members are trained in appropriate safety procedures. Individual safety files are maintained in Personnel for all associates.
- They notify the team leader and complete the necessary forms if an accident or work-related health problem occurs in their department.
- Equipment and property within their area of responsibility is maintained in a safe, hazard-free condition.

The employer's paramount obligation is to provide a safe and healthful work environment. This can be achieved through training and information-provision to all levels of employees regarding proper work practices and safe operating practices. Achievement of this goal is to be checked through regular inspections of facilities and equipment where unsafe conditions might be found.

**All employees have a responsibility to themselves and to the company for their safety and the safety of the coworkers. All employees are required to:**

- Comply with all federal, state, and local rules and regulations relevant to their work.

- Observe all company rules and regulations related to the efficient and safe performance of their work.

- Integrate safety into each job function and live by this philosophy in the performance of job duties.

- Report or correct unsafe equipment and practices.

- Report any accidents that occur while on the job.

**Supervisory Responsibilities**

**To get the most of our safety program, each supervisor needs to fully recognize his or her responsibilities for safe working conditions and practices in their areas of responsibility.**

The best methods are invariably safe methods. Getting employees to use the best methods requires each supervisor to whole heartily accept the following responsibilities.

- Know and actively enforce all company policies, rules, and procedures pertaining to safety.

- Detect and eliminate, or report for attention, all recognized hazards.

- Enforce the proper use and maintenance of machines, tools, equipment, and facilities.

- Enforce employees’ use of protective clothing and equipment required for each job.

- Educate employees in the proper moving, handling, and storage of materials and equipment.
- Make regular and routine checks of workplace for unsafe actions, conditions, or practices.

- Insist upon good housekeeping and make frequent inspections.

- Make certain all employees are informed about job hazards and how to eliminate, control, or avoid them. Show the safe way to do the job and make frequent inspections for unsafe actions.

- Conduct continuous job specific safety instruction and training on hazard recognition.

- Insist upon immediate first aid for all injuries no matter how slight. Follow up to ensure appropriate treatment has been provided.

- Investigate every doctor needed and lost time case thoroughly and promptly. Accident reports must be made out for all such injuries.

- Attend and participate in all accident prevention meetings when assigned.

- Give constant feedback to employees on successes and failure of hazard reduction activities. Failure to fulfill supervisory safety responsibilities will subject supervisors to our corporate safety and health disciplinary program policies.

Our guidelines are designed to promote and encourage awareness of operations as they may relate root causes or contributing factors to injuries, illnesses, and or property damage. All near misses shall be investigated as well. Our program is also designed to award the many verses the few and specifically discourages employees from not reporting incidents or subject injured employees to harassment for experiencing an injury or illness.

We also remind all employees that it is a condition of employment, work safely and follow all written procedures as outlined in our written safety & health program. Failure to do so will subject an employee to our disciplinary program.

**Disciplinary Policy**

All safety rules, procedures, and plans in effect at this company are intended to be followed. Upon violation of any company safety rule, the violating employee will be penalized. The list of possible disciplinary actions includes:

Upon violation of any company safety rule, the violating employee will be penalized. The severity of the penalty could result in disciplinary action up to termination.
Match Converge 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 Match Converge. 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 Match Converge policies and procedures. Failure to comply with these policies may result in disciplinary actions. Respecting this, Match Converge will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Match Converge 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 Match Converge in higher regard with customers, and increases productivity. This is why Match Converge 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 Match Converge 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 Match Converge 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 Match Converge 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 Match Converge’s employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Safety Manual Acknowledgment

Employee’s Full Name ___________________________ MC ID# Employee’s ___________________________

Signature _____________________________________ Date ______________________________________

After signing the acknowledgement page e-mail it to info@matchconverge.com or fax to (443) 688–5083