

Spurious Corporation

Spurious Corporation

Real Estate and Site Operations Division

Building Staff Health & Safety Manual

November 2022

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Document Approval

APPROVER NAME	TITLE	DATE
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1. INTRODUCTION

1.1. Applicability

In this Manual, all Spurious Corporation employees, contractors, agents, volunteers, and interns will be referred to as "Staff".

1.2. Health and Safety Synopsis

It is the policy of the Company that every Staff member is entitled to work under the safest possible conditions. To this end, every reasonable effort shall be made in the interest of accident prevention to provide for safe and healthy working conditions and to eliminate hazards that can cause injury to workers or damage to property and equipment. Accident prevention is EVERYONE'S responsibility and as such, supervisory personnel and employees shall be accountable for the health and safety of their work areas and departments.

The Company's goal is to develop and maintain an effective program for Health and Safety. This Health and Safety Manual illustrates Spurious' recognition that the health and safety of all Staff members is important.

It is Spurious Senior Management expectations that health and safety be incorporated in all phases of work. Spurious is sincerely interested in your health and safety. The policy of the company is to provide clear guidance and procedures regarding health and safety practices.

It is each Staff members responsibility to follow the rules of health and safety policies and practices.

1.3. All Staff Working in or Assigned to the Headquarters Building

This document intended for all Staff working in or assigned to the Headquarters building.

Spurious Corporation Staff working in or assigned to other locations will be covered by the appropriate Health and Safety Manual for that location.

Spurious Corporation Staff working remotely are not covered by this Manual.

1.4. Health and Safety Guidelines

This Manual document provides Staff some basic guidelines for their work areas. If Staff faces hazards for which guidelines are not provided here, they should discuss this with their supervisor to address the hazardous environment and to identify additional safety work practices to be considered for implementation.

1.5. Overview of the Spurious Emergency Messaging System

Spurious Staff working in the Headquarters building will be alerted to severe and critical and emergency situations using the Spurious Emergency Messaging System. All Staff were enrolled in the system using their Company userid and email address upon joining the Company. Staff are encouraged, but not required, to add

their work phone number, a personal cell phone number, and/or personal email address to the system. For details on how to enroll additional phone numbers and/or email addresses see the *Spurious Emergency Messaging System Getting Started Guide*.

2. EVACUATION DRILLS & PROCEDURES

The purpose of the Emergency Evacuation Plan (EEP) is to provide an orderly evacuation and full accountability of all personnel and visitors from the Headquarters Building in the event of a Fire, Bomb Threat, Violence in the Workplace, Biological Threat, Chemical Threat, Radiological Threat, or any other threat caused by Natural Causes.

Evacuation drills shall be held at least semi-annually (twice per year) and evaluated for effectiveness.

All employees who work in the Headquarters Building shall read the EEP and become thoroughly familiar with their role and responsibility for making the EEP work.

For details on the EPP see the *Headquarters Emergency Evacuation Plan Manual*.

3. EMERGENCY COMMUNICATIONS PLAN

Employees will not engage in verbal confrontation with any client. If a client appears to misunderstand instructions, then the client will be referred to the section supervisor. If the section supervisor cannot resolve the problem, the client will be referred to the area director.

Any employee who is confronted by a disorderly client will immediately refer the client to the security officer or Supervisor or Division Director, who will call the client aside for private consultation, but will remain within view of other employees if possible.

Employees in the immediate area should remain alert to the possibility of being asked to call for assistance. If it is not practical to openly advise other staff members to call the police, the individual needing assistance, could use a previously agreed upon code to alert another member of the office staff to call.

However, in a crisis situation, any Staff may call police if the need arises.

4. CIVIL DISTURBANCES & PROTESTS

4.1. Overview

The greatest concern in the event of a civil disturbance is the potential impact on the safety of Headquarters Staff. Should a riot or other civil disturbance develop in the community, or on or near the building, Public Safety personnel will make every effort to minimize the impact. They will collect information regarding the severity of the problem, continue to monitor the situation as events unfold, and inform Headquarters building management as information is made available. This effort will continue until the disturbance has been resolved.

4.2. General guidelines for civil disturbances

- Avoid the area of disturbance
- Avoid provoking or obstructing the demonstrators
- Stay away from glass doors or windows
- If you are instructed to evacuate, and it is safe to do so, secure your work area, log off computers, and secure sensitive files
- Activate registered cell phones to receive emergency notifications that may be sent through the Spurious Emergency Messaging system
 - Standby for periodic updates

4.3. If a riot or other civil disturbance develops in the immediate vicinity of the Headquarters Building or encroaches onto Headquarters property

- If it is safe to do so, leave the building and the vicinity of where the disturbance is occurring
- Do not attempt to confront or talk with the individuals causing the disturbance
 - Public Safety and local police personnel will handle any interaction with the individuals involved
- Activate registered cell phones to receive emergency notifications that may be sent through the Spurious Emergency Messaging system

4.4. If a civil disturbance develops within the community, but is not in the immediate vicinity of the Headquarters Building

- If you are told that a disturbance has escalated and public safety has become an issue, Headquarters Staff may be asked to leave the building
- Follow the instructions given to you by your supervisor or Division Director for your area
- Do not spread rumors
- Activate registered cell phones to receive emergency notifications that may be sent through the Spurious Emergency Messaging system

4.5. If instructed to leave the Headquarters Building

- Carpool/Vanpool members: Contact your primary carpool or vanpool member(s) immediately
- Drive carefully. Extra caution is required any time you are excited, worried, or distracted by an emergency.
- Watch for bicycles, pedestrians, and emergency vehicles
- Expect traffic back-ups and delays
- Be patient
- Follow traffic directions from Public Safety or other safety officials
- If normal exits are blocked, you will be directed to an alternate route
- Traffic signals might not be working, use 4-way stop signs traffic rules
- If you are in doubt about whether to report back to the Headquarters building, contact your supervisor
- Activate registered cell phones to receive emergency notifications that may be sent through the Spurious Emergency Messaging system

5. PROHIBITED BEHAVIORS

Prohibited Behaviors are those behaviors that:

- Threaten the safety of Staff and/or client
- Affect the health, life, or well-being of Staff and/or client
- Result in damage to Company, Staff, or public property

Such acts include, but are not limited to:

- Threatening, intimidating, coercing, harassing, or assaulting Staff or the public
- Sexually harassing an Staff or the public
- Allowing unauthorized people access to buildings without permission
- Using, duplicating, or possessing keys to buildings or offices within the building without authorization
- Damaging, or attempting to damage, property of the Company, Staff, or the public
- Carrying weapons (concealed or exposed) on Company property except for law enforcement

6. GENERAL CHEMICAL SAFETY

According to OSHA rules, Staff is not allowed to bring chemicals such as cleaners, spray air fresheners, etc. into the building. The Headquarters building staff adheres to the standard which allows them to control chemicals by having the Material Safety Data Sheets (MSDS) now called Safety Data Sheets, on hand for chemicals used and stored in the Headquarters Building.

In addition, some Staff members may suffer from chemical sensitivities that could potentially expose them to a substance that may cause a severe reaction. Staff is directed to leave all chemicals at home. Any cleaning that needs to be done works well with some wet paper towels and hand soap.

7. INCLEMENT WEATHER

The following outlines the procedure for any announcements related to Company facility delays and/or closures due to inclement weather.

- **Company Facilities:** Company facilities will follow the inclement weather delays/closures of the school district where they are located.
- **Employees:** Non-essential employees will follow the inclement weather delays or closures of the school district of their primary residence ("home town"), regardless of where the employees are normally assigned to work ("duty station"). For example, if an employee's duty station is open, but the employee's home town school district is delayed/closed, the employee will be granted administrative leave for the amount of time of the employee's home town school district delay/closure to allow for the employee's safe travel to and from work. If an employee's duty station is delayed or closed, but their home town school district is open, the employee will be granted administrative leave for the amount of time of the employee's duty location school delay/closure, again, to allow for the employee's safe travel to and from work. Essential employees are required to report to work as directed by their Company or department.

All Company employees should stay tuned to school district announcements on radio and television stations, websites, emails, and texts so that they are aware of relevant Company facility delays and closures.

Monitor registered cell phones to receive emergency notifications that may be sent through the Spurious Emergency Messaging system.

8. HEADQUARTERS BUILDING ENTRANCE CLOSED

If an entrance to the Headquarters building must be closed for any reason, Staff will be alerted using the Spurious Emergency Messaging System. An "All Clear" message will be sent when the entrance is reopened.

While the entrance is closed all Staff is asked to refrain from visiting or congregating around the entrance to permit the Headquarters security staff to appropriately manage the situation.

Monitor registered cell phones to receive emergency notifications that may be sent through the Spurious Emergency Messaging system

9. HEALTH AND WELLNESS

Well-being is the ability of individuals to address normal stresses, work productively, and realize one's highest potential. Healthy employees not only have better quality of life, but they also benefit from having lower risk of disease, illness, and injury. There is also increased work productivity and a greater likelihood of contribution to their communities.

Wellness is the quality or Company of being healthy in body and mind, especially as the result of deliberate effort. It is also considered an approach to healthcare that emphasizes the prevention of illnesses and injuries and improving quality of life, as opposed to emphasizing treating disease. Wellness activities can include exercise, smoking cessation, eating right, and getting screened for heart disease or other preventable illnesses. Spurious is adopting strategies to encourage these types of behaviors, both for the health of their employees.

9.1. Employee Assistance Program

The Company recognizes that a wide range of problems not directly associated with an employee's job function can influence an employee's job performance. Employees who have a problem which they feel may affect work performance and/or attendance is encouraged to voluntarily seek counseling and information confidentially by contacting the Employee Assistance Program (EAP).

EAP offers up to three (3) free confidential counseling sessions, as well as other services to all employees, eligible dependents and any family members living in the same household. To access your EAP benefits, please call: 1-855-231-7737.

Employees are assured that their job, future, and reputation shall not be jeopardized by utilizing this employee service, although employees participating in the EAP are not exempt from disciplinary action to include dismissal.

9.2. Fitness and Wellness Leave

Given the prevailing need to reduce physical and mental exhaustion in the workplace, Spurious recognizes the benefits of employee health and wellness and supports time for fitness and wellness activities.

Spurious also recognizes such activities are mutually beneficial to Spurious and its employees because they improve productivity, work performance, and morale while reducing absenteeism, turnover, and health care costs.

Employees may request modified work schedules that permit the employee administrative leave for up to two (2) hours total per week for fitness and wellness activities.

Spurious employees are eligible to participate in this program unless the following criteria apply to them:

- They are in probationary period status
- They have been disciplined in the form of a written reprimand, suspension, or demotion within the previous twelve (12) months for excessive absenteeism or excessive tardiness
- They are on a performance development plan
- They have been counseled on excessive absenteeism or tardiness

For additional information, see the Spurious policy: *Fitness and Wellness Policy*

10. FIRST AID AND MEDICAL EMERGENCIES

10.1. First Aid Kits

Any department or administrative unit may maintain a first aid kit for the purpose of providing first aid to victims of accident or illness. First aid kits should be accessible to all those who might need the supplies and materials contained in them. The location of these kits should be clearly marked so that those who need to locate them may do so easily. The administrative unit involved should inform Staff regarding the availability of any first aid kits or supplies.

No department or administrative unit shall fund or maintain any form of oral or inhaled medication (prescription or non-prescription) in first aid kits for use by Staff.

It must be clearly understood that first aid kits are not intended to replace professional Emergency Medical Services (EMS). Rather, these kits are intended to allow persons to treat themselves and/or their co-workers for minor medical incidents. If there is a medical emergency which involves loss of consciousness, profuse bleeding, possible broken bones, head or neck injuries, serious burns, cardiovascular distress, or any other serious injury or illness, Staff should immediately contact 911 from any telephone.

10.2. Automated External Defibrillators

With recent advances in technology, automated external defibrillators (AEDs) are now widely available, safe, effective, portable, and easy to use. They provide the critical and necessary treatment for sudden cardiac arrest (SCA) caused by ventricular fibrillation, the uncoordinated beating of the heart leading to collapse and death. Using AEDs as soon as possible after sudden cardiac arrest, within 3-4 minutes can lead to a 60% survival rate. CPR is of value because it supports the circulation and ventilation of the victim until an electric shock delivered by an AED can restore the fibrillating heart to normal.

If an AED is needed, follow the instructions on the unit.

10.3. Medical Emergencies

Follow these guidelines when dealing with a medical emergency:

- Survey the scene, evaluate safety issues
- Request assistance – shout for help
- Call 911 Provide following information:
 - Number and location of victims
 - Nature of injury or illness
 - Any hazards involved
 - Nearest entrance for emergency access

10.4. Trained Responders

- Only trained responders should provide first aid assistance
- Do not move subject unless safe
- Take measures to prevent contact with body fluids & exposure to bloodborne pathogens
- Meet ambulance at nearest entrance to direct them to subject

11. GENERAL OFFICE SAFETY / HOUSEKEEPING RULES

Unsafe conditions and procedures must be identified before they can be corrected. Consequently, every employee shall be responsible for immediately reporting unsafe conditions or procedures. Safety is an individual commitment to incorporate safe work practices into every area of job operations.

The following rules are established for all Staff:

- Report all job-related injuries, accidents, and illness and near miss situations to your immediate supervisor as soon as possible
- Never do anything that is unsafe to get a job done
- Use the handrails on steps and other elevated areas
- Always inspect tools and other equipment before use. Report defects to supervisor and other potential users
 - Do not use defective equipment or tools
- Obey warning signs and tags as they are posted to point out hazards
- Never remove or disable any safety device
- Report to work in appropriate clothing suitable for the type of work performed
- Maintain good housekeeping practices in all work areas
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited
- Firearms or explosives are prohibited at work except for law enforcement officers
- Horseplay, running, and fighting are prohibited

OFFICE SAFETY:

- Keep desk and file drawers closed when not in use
- Do not open file or desk drawers above or behind someone without warning them
- Use only step stools and ladders (do not climb on counters or chairs)
- Push chairs up to desk or under counter when not in use
- Do not carry loads, which obstruct your view, which are too heavy or without a prepared place to set them down
- Get help to move heavy objects
- Approach blind areas cautiously
- Know location of emergency exits and keep aisles clear to them
- Assure all electrical equipment is disconnected before working on it

HOUSEKEEPING

Aside from the accident prevention benefits, good housekeeping contributes to efficient performance. When tools, equipment, and materials are returned to the proper place after use, they are easier to find and inspect for damage and wear.

The following suggestions are offered for good housekeeping.

- Wipe up spills and pick up all objects that should not be on floor
- Keep work areas and storage facilities clean, neat, and orderly
- All aisles, stairways, exits and access ways should be kept clear
- Do not place supplies on top of lockers, boxes, or other movable containers at a height not visible from the floor
- When piling materials for storage, make sure the base is level and firm
- Lay extension cords and hoses in such a way as to minimize tripping or obstructions to traffic
- Sharp or pointed objects should be stored to prevent persons from coming in contact with them
- All packing material should be disposed of immediately

12. REPORTING & INVESTIGATION

Any employee (including a supervisor or manager) who has been threatened, is a victim of a violent act, witnesses any threats or violent acts, or learns of any threats or violent acts, is to report immediately such activity to their supervisor or Division Manager or the HR Manager. Each report will be promptly evaluated and investigated by the management to determine what follow-up actions are necessary.

13. PARKING LOT, DRIVER, AND VEHICLE SAFETY

13.1. Parking Lot Safety

- Lock your car!
- Do not leave any valuables in your car!
- Be cautious and aware of your surroundings when walking in the lot
- Do not assume drivers can see you when you see them
- Treat the parking lot like a street, look both ways before crossing, use crosswalks, and always use the sidewalks throughout rather than pavement
- Walk down parking lot aisles and not in-between vehicles crossing pavement
- Try to stay to one side of the parking lot rights-of-way, not down the center
- In bad weather conditions use extreme caution darting out or running
- Walk carefully in bad weather conditions

- Remember, vehicles have the right-of-way, except at crosswalks when they are to stop for pedestrians crossing
- Do not travel diagonally across the parking lot due to heightened traffic at morning and evening time as do not always see pedestrians making shortcuts

13.2. Driver Safety

- Stay Safe
 - Always use a seat belt – driver and passenger(s)
 - Be well-rested before driving
 - Avoid taking medications that make you drowsy
 - Set a realistic goal for the number of miles that you can drive safely each day
 - If you are impaired by alcohol or any drug, do not drive
- Stay Focused
 - Driving requires your full attention
 - Avoid distractions, such as adjusting the radio or other controls, eating, or drinking, and talking on the phone.
 - Continually search the roadway to be alert to situations requiring quick action
 - Stop about every two hours for a break
 - Get out of the vehicle to stretch, take a walk, and get refreshed.
- Avoid Aggressive Driving
 - Keep your cool in traffic!
 - Be patient and courteous to other drivers
 - Do not take other drivers' actions personally
 - Reduce your stress by planning your route ahead of time (bring the maps and directions), allowing plenty of travel time, and avoiding crowded roadways and busy driving times

13.3. Vehicle Safety

Spurious is responsible for maintaining a safe fleet for staff. See Spurious Policy *Use of Company Vehicles* for complete guidance on the use of vehicles by and for employees.

Safety practices expected from all Staff include:

- Following traffic laws and common safety practices such as, always wearing a seat belt, obeying traffic signals, following the speed limit, slowing down in construction and work zones or during hazardous weather conditions, sharing the road with bicycles and motorcycles, and using signals.
- Spurious maintains all vehicles to ensure they are safe to drive. Any vehicle reported to Facilities Management as unsafe is immediately placed out of service
- Employees are required to conduct a pre-use inspection before using a Company vehicle
 - Immediately report any safety defects or vehicle problems
- It is unlawful for a Company employee to use a Company vehicle for pleasure or personal use

- Transporting persons other than Company employees on official business is to be avoided and is allowable only if it can be shown that carrying a non-Company employee is in the course of essential official duties
- Children are not to be passengers because of insurance liabilities
- No pets are allowed at any time in Company vehicles
- Do not drive when feeling drowsy
- Do not speed or tailgate
- Do not read, write, apply make-up drink, eat, or use a phone while driving
- Do adjust seat and mirrors before driving
- Do check for warning lights
- Do set up your mapping instructions before driving
- Lock the car!
- Do not leave any valuables in the car!

13.4. Global Positioning Systems (GPS)

GPS is a global navigation and positioning satellite system that provides location and time information in all weather conditions, anywhere on or near the Earth where there is an unobstructed line of sight from the system's orbiting satellites. GPS technology implemented by GSD or other Spurious-approved fleet provider enables that Company to monitor the speed, direction, and location of Company vehicles equipped with GPS technology.

Employees must always be mindful and aware of the fact that their activity and conduct on public roadways is subject to police surveillance and public observation. No Spurious employee has any reasonable expectation of privacy when occupying or operating a Company vehicle on any public roadway or in any public area. Whether occupying or operating a Company vehicle, Spurious employees should consider the vehicle to be an extension of the workplace.

All Spurious vehicles are subject to GPS monitoring regarding location and operation, including speed. Spurious shall use GPS to monitor the location and operation of its vehicles to ensure driver safety, to protect Company vehicles, to improve fleet efficiency, to ensure compliance with this policy, and to generate documentation which reflects whether Spurious has ensured the safe and proper use of its Company vehicles. Spurious will also monitor GPS data related to the vehicles assigned to it to identify and document any unusual pattern or activity associated with Spurious' operation of Company vehicles.

Spurious employees identified through GPS data as being the operator of a Company vehicle in which operating privileges were misused or abused may be subject to discipline up to and including dismissal.

14. REFERENCES AND ADDITIONAL INFORMATION

- Institute for Health and Productivity Studies Johns Hopkins Bloomberg School of Public Health
 - From Evidence to Practice: Workplace Wellness that Works
 - https://www.transamericainstitute.org/docs/default-source/jhu/from-evidence-to-practice---workplace-wellness-that-works.pdf?sfvrsn=dcbd5e9b_32
- CDC Workplace Health Promotion Video
 - <https://youtu.be/MO7atb2AVY4>
- Dose of Reality – “A short interview with Ricardo Cate”
 - <https://youtu.be/VjEKgFL781g>
- Treatment Connection
 - <https://www.treatmentconnection.com/>
- Mental health resources for men
 - <https://us.movember.com/mens-health/mental-health>
 - <https://mantherapy.org/>
- Copeland Center for Wellness and Recovery
 - <https://copelandcenter.com/>