

RadGov Employee Health and Safety Program

Purpose:

The company has a long-standing philosophy of taking pride in its practices to ensure the safety, health and well-being of all of our employees. This program serves to outline our commitment to this philosophy and provide guidance to all employees on the standards the company expects its employees to adhere to. Fact sheets that provide supplemental information for the specific functions of this program are available through Human Resources.

Fires and Other Emergencies:

The facility where you will be assigned has an emergency procedures and evacuation plan to follow in the event of fire or other disaster. These will be posted prominently in common areas and bulletin boards on each floor of the facility. Exits, fire extinguishers and first aid kits are located on each floor. All employees are expected to familiarize themselves with the location of such equipment.

The client has designated staff trained in first aid practices at their facility.

On-the-Job Injuries/Illnesses:

Any job-related injury or illness, regardless of severity, must be reported immediately to your supervisor or the company safety coordinator for prompt and trained evaluation and medical attention as necessary. Your supervisor will complete an initial safety incident report and forward it to Human Resources.

General Safety Rules:

Our employees perform a wide range of functions in various locations. Although some safety rules apply only to specific positions, all employees are expected to comply with the rules in this procedure:

- Use common sense in performing your duties.
- Report any work injury/illness to your supervisor.
- Report unsafe conditions to your supervisor or safety committee member.
- Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect your judgment.
- Keep your work area neat and tidy.
- Use mechanical devices or request assistance in lifting heavy loads.
- Wear seat belts when operating any company or rented vehicle or driving your own personal vehicle while on company business.
- Do not use tops of cabinets or bookcases for extra storage or displays.
- Be sure that aisles or exits are kept clear; do not let cords interfere with walkways.
- Keep paper clips, tacks, pins and other objects off the floors.

- Store all sharp objects properly when not in use.
- Open and close doors cautiously and use extra caution at blind hallway intersections.
- Open only one file cabinet drawer at a time to avoid tip-over. Cabinets should also be loaded from bottom to top and emptied in the reverse order.
- Report or clean up all spills immediately.
- Use stepstools, platforms or ladders for climbing. Never use chairs.
- Report or replace frayed electrical cords.

Emergency Evacuation Plans and Re-entry:

In any emergency, employees should follow alarms or other alerts to evacuate the building and/or area near the premises. Always follow the basic evacuation procedures but remember that personal safety is paramount and takes precedence.

- Check work area for anything needing to be secured and store it quickly.
- Secure locks on all secured containers and cabinets.
- Leave your work area and report to your designated assembly area.

The director of facilities will coordinate with fire, police or other emergency preparedness personnel to determine when the building may be re-entered. This information will then be passed through safety committee members

Material Safety Data Sheets (MSDS):

The company will keep Material Safety Data Sheets (MSDS) on all hazardous substances and materials on its premises in areas adjacent to the equipment for which the MSDS pertains. Employees should help ensure that MSDS are kept in their respective areas or report missing ones to their supervisor or safety committee representative.

Improper Health and Safety Practices :

All employees are expected to abide by safe work practices and adhere to general safety rules to ensure their safety as well as the safety of coworkers.

Infractions of company health and safety practices will be dealt with in accordance with the company's policies on discipline and will be based on the following factors:

- Severity of the infraction.
- Whether the infraction endangered only the employee or coworkers.
- Whether the infraction was a first or repeat violation.