
	<p>STANDARD OPERATING PROCEDURE</p> <p>Injury and Illness Prevention Program</p>	<p>Document: EHS004-1 Effective Date: 05Feb2025 Status: Effective Page 1 of 6</p>
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Document Authorization:

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Owner	Sijin Guo	05Feb2025	
Operation Management	Baozhong Zhao	05Feb2025	
Quality Assurance	Xibo Li	05Feb2025	

Changes from previous version:

Section	Summary of Changes	Change Control Number
ALL	1. New document	


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1. PURPOSE

The safety and health of each Synoligo employee is of primary importance to us. As a company, we are committed to maintaining a safe and healthy working environment. Management will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents and injuries.

To achieve this goal, we have developed an Injury and Illness Prevention Program (IIPP). This IIPP is intended to reduce the severity of job-related illnesses and injuries at our company. It is our intent to comply with the requirements of North Carolina and Federal regulations.

A controlled copy of the program document is maintained within the Synoligo document control system. You may review it at any time by accessing it in the document control system. A copy of the program is provided to each employee during new hire in-processing. You may also contact the EH&S department if you have any questions or concerns.

It is the intent of Synoligo to comply with all laws relating to occupational safety and health. To accomplish this, we require the active participation and assistance of all employees. The policies and procedures contained in the following manual are mandatory. You should also be constantly aware of conditions in all work areas that can produce injuries or illness. No employee is required to work at a job that he or she knows is not safe. Never hesitate to inform your supervisor, manager or Environmental Health and Safety personnel of any potentially hazardous situation or condition that is beyond your ability or authority to correct immediately. No employee will be discriminated against for reporting safety concerns to management.

It is the responsibility of each employee to support the company safety program and to perform in a manner that assures his or her own personal safety and the safety of others, including customers and other visitors to the facility. To be successful in our endeavor, all employees on every level must comply with the IIPP and adopt proper attitudes toward injury and illness prevention. We must also cooperate in all safety and health matters, not only between management and employees, but also between each employee and his or her respective coworkers. Only through such an effort can any safety program be successful.

We at Synoligo are committed to the safety and health of our employees and know that our strength as a company is only as good as the strength of each individual. We will strive to place safety and health above all else and will involve all workers at every level in establishing, implementing, and evaluating our efforts.

2. SCOPE

This SOP applies to all employees employed by Synoligo.

3. INTERNAL REFERENCES


Document ID	Title
QUA001	Quality Manual

4. EXTERNAL REFERENCES

Document ID	Title
ISO9001	Quality management

5. RESPONSIBILITIES

Job Function and/or Department	Responsibility
All Employee	<p>All Synoligo employees, including managers and supervisors, shall adhere to safety requirements, reporting workplace related incidents and participating in the Injury and Illness Prevention Program.</p> <p>All Synoligo employees, including managers and supervisors, shall follow the general safety policy and work practices specifically developed for their jobs. This includes wearing (donning/doffing) any and all appropriate PPE at all times.</p> <p>All Synoligo employees, including managers and supervisors, shall understand the Incident Reporting Process so that reports of workplace related injuries / illnesses are received in a timely and systematic manner.</p>
Managers/Supervisors	Managers and supervisors shall answer employee questions about the program or ensure that the EH&S program administrators, as appropriate, answer employee questions.

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	<p>Managers and supervisors shall implement and ensure compliance to the Injury and Illness Prevention Program in their work areas.</p> <p>Managers and supervisors shall hold employees accountable for violations of safety rules or safe work practices.</p>
EHS Manager or Designee	<p>Review all incentive programs to ensure that they are designed to reward safe work practices, identification of hazards in the workplace, active participation in the program and reporting of early signs and symptoms of illnesses in a consistent and proactive manner.</p> <p>Ensure that EH&S is provided with sufficient resources, information and training.</p>

6. DEFINITION

Term	Definition
Incident	An umbrella term, used to describe an on-the-job event which results in injury/illness to an employee and/or identification of unsafe work practices. An incident could be further classified as an accident, injury, or near-miss.
Accident	An incident that has occurred without injury/illness to employees. I.e. a glass bottle is broken, a spill occurs, or a machine catches fire.
Injury/Illness	An incident where an employee is injured, becomes ill, or requires medical attention while on the job.
Major Injury	All head injuries, lacerations, deep wounds, large chemical exposures, major burns, etc.
Minor Injury	Knocks, bruises, sprains, small chemical exposures, ergonomic injuries, skin irritation, minor burns, etc.
Near Miss	An observed condition or process that could be considered unsafe. A near-miss can be a potential incident but has not yet lead to an accident or injury.
Unsafe Action	An action which could potentially be unsafe for the person(s) performing the action, or that which could cause harm to another person in the future.
Workers Compensation	A system whereby an employer must pay, or provide insurance to pay, the lost wages and medical expenses of an employee who is injured on the job.
EHS	Environmental Health and Safety

7. PROCEDURE

7.1. Management Commitment

7.1.1. Our commitment to safety and health shows in every decision we make and every action we take, which is why we have established workplace objectives for incident and illness prevention.

7.1.2. As a company, our safety goals are:

7.1.2.1. Decrease in workplace incidents by 50% year-to-year.

7.1.2.2. Decrease workplace injuries by 50% year-to-year.

7.2. Safety Communication

7.2.1. To open the lines of communication between management and employees, Synoligo has established a system that is readily understandable by all employees and allows a continuous flow of safety and health information.

7.2.2. The EH&S Manager or designee shall communicate with employees annually about the Injury and Illness Prevention Program so employees (1) have the information necessary to protect them from hazards and (2) have effective input into the operation of the program.

7.2.3. Synoligo realizes that it is essential to keep employees informed on matters relating to occupational health and safety while encouraging them to inform management of hazards in the workplace without fear of reprisal.


7.2.4. The established safety communication program includes the following.

7.3. Safety Committee

7.3.1. The Synoligo Safety Committee is established to ensure that employees have resources available to report potential workplace related injuries, illnesses and unsafe conditions. The relationship between the Safety Committee and employees is designed to ensure a continuous flow of information is maintained.

7.4. Employee Participation and Information

7.4.1. Employees shall report any occurrence of workplace related incident. The reporting of incidents leads to

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improvement of our program. Suggestions are welcome for better workflow or ease of use, including, but not limited to, ergonomically sound techniques and workstation or equipment engineering. Approaching your supervisor with these suggestions will prevent incidents from occurring and they can improve the overall working environment. Do not abstain from reporting an incident for fear of reprisal. Reporting incidents and remedial actions make Synoligo safer.

7.5. Injury/Illness and Near Miss Reporting and Investigations Procedures

7.5.1. Our Incident Reporting Process ensures that the EH&S, area management and Human Resources receives and promptly responds to an incident. EH&S program administrators shall evaluate the incident report to determine probable root causes and take corrective action where appropriate.

7.5.1.1. When an employee who has experienced signs or symptoms of an injury or illness, area management determines whether the incident requires medical attention.

7.5.1.2. Employees must seek medical attention if the injury has caused to escalate or be exacerbated by normal, day-to-day activities. Employees must seek medical attention for

- Head/neck injuries
- Back injuries
- Eye injuries
- Knee injuries
- Lacerations (deep cuts)
- Contamination of skin with corrosive material

7.5.1.3. In the event the injury or illness requires non-immediate attention, and is not life threatening, employees are encouraged to make an appointment with medical professionals

7.5.1.4. In the event of a life-threatening injury or illness, dialing 911 request emergency services. The closest emergency room is located UNC Rex Hospital at 4420 Lake Boone Trail, Raleigh, NC 27607. Their phone number is 919 784 1615.

7.5.2. Injury and Illness Reporting and Investigation

7.5.2.1. If an injury occurs and area management suspects the responsible person to be under the influence of drugs or alcohol, the responsible person will be subject to drug/chemical screen and alcohol testing. This may also include any employee involved in an incident where responsibility has not been determined.

7.5.2.2. Testing is to be completed immediately, or as soon as possible, within two to eight hours of the incident. Testing shall be initiated by hospital personnel and performed at the hospital.

7.5.2.3. Any employee who is to undergo post incident drug or alcohol testing and who has not been tested is forbidden from using drugs or alcohol for at least eight hours after the incident.

7.5.2.4. Post incident testing shall include a nine-panel non-DOT drug test and non-DOT breath alcohol test.

7.5.2.5. On-the-job injuries and work-related illnesses shall be reported by the employee directly involved to EH&S and Managers/Supervisors. Witnesses to an incident may also report the incident to EH&S and Management.


7.5.2.6. Managers or Supervisors shall initiate NC Form 19 and provides the NC Form 18 to the employee if medical treatment is required.

7.5.2.7. Supervisors/Managers shall also provide NC Form 18 to the employee (if employee wishes to seek medical attention in a non-life-threatening situation). Employees shall submit Form 18 to Human Resources for initial assessment and the generation of a workers compensation claim, if applicable. The EH&S program administrator completes the Reporting Form for investigation, remedial action and reporting.

7.6. Hazard Identification and Assessment

7.6.1. If potential hazards can be prevented and controlled, they must first be identified and assessed. It is critical that this be done for the entire workplace. EH&S program administrator reviews existing safety and health records annually.

7.6.2. EH&S and/or the Safety Committee perform safety inspections quarterly. The Safety Committee members have a thorough knowledge of the facility and the regulations that apply.

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7.6.3. EH&S program administrator shall identify and evaluate hazards before procedural/process changes, design changes and purchase of new equipment or new materials. This is called proactive safety, and the concept encompasses facilities, hardware, equipment, tooling, materials, layout and configuration, energy controls, environmental concerns and products.

7.6.4. EH&S program administrator shall investigate each work-related incident

7.6.5. EH&S shall determine what repairs or corrections need to be made, and delegate responsibility to ensure corrections are completed. Once corrected, all hazards are reassessed

7.7. Hazard Prevention and Control

7.7.1. Once hazards are identified and assessed, they shall be eliminated or controlled. Job hazard controls are defined as engineering, administrative, and/or work practice controls used to eliminate or materially reduce hazards.

7.7.2. While engineering controls, where feasible, are the preferred method, administrative and work practice controls also may be important in addressing hazards. Personal protective equipment (PPE) may also be used to supplement engineering, work practice, and administrative controls.

7.7.3. Ultimately, we implement job hazard controls to bring our facility into compliance with the North Carolina regulations. Generally, this means coming to one of three ends:

- The hazards are reduced using the incremental abatement process;
- The hazards are reduced to the extent feasible, and then the EHS program administrator shall periodically review to determine whether additional controls are feasible and, if so, he/she implements them promptly; or
- The hazards are eliminated.

7.8. Training

7.8.1. Training is one of the most important elements of our Injury and Illness Prevention Program because it allows employees to learn their jobs properly, brings new ideas into the workplace, reinforces existing ideas and practices, and puts our program into action.

7.8.2. All of our employees are made aware of the establishment and success of our Injury and Illness Prevention Program and therefore understand the importance of establishing and maintaining safe and healthful working conditions and their roles in this effort.

7.8.3. Training and instruction are provided

7.8.3.1. When this program is first established.

7.8.3.2. To all new employees

7.8.3.3. To all employees given new job assignments for which training has not previously been received.

7.8.3.4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

7.8.3.5. Whenever we are made aware of a new or previously unrecognized hazard.

7.8.3.6. To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed; and

7.8.3.7. To all employees with respect to hazards specific to their respective job assignment.

7.8.4. Training on the Injury and Illness Prevention Program is performed annually for all employees.


7.8.5. The company training program includes an opportunity for employees to ask questions and receive answers via direct access to the EH&S. Depending upon the type of training, area managers are also available to answer questions posed by employees. This allows employees to fully understand the material presented to them. All training and information is provided in a language the trainee will understand.

7.9. Training Records

7.9.1. Quality Assurance shall keep records certifying each employee who has successfully completed training.

7.10. Program Evaluation

7.10.1. It is inherent that problems may occasionally arise in this written Injury and Illness Prevention Program. Although we may not be able to eliminate all problems, we try to eliminate as many problems as possible to improve employee protection and encourage safe work practices.

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7.10.2. By having the EH&S program administrator thoroughly evaluate and revise our Injury and Illness Prevention Program in a timely manner, we can eliminate problems effectively and ensure that our program is appropriate to workplace conditions.

7.10.3. At this company, program evaluation shall be performed by the EH&S program administrator annually to determine what is working well and what changes, if any, are needed.