



Safety Handbook

Team Member

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Adjoin

**A Not-for-Profit 501(c)(3) Organization
(A California Public Benefit Corporation)**

9444 Farnham Street, Suite 210
San Diego, California 92123
Phone: 858-292-2020
Email: corporate@adjoin.org

www.adjoin.org

Mission Statement

To create limitless pathways for people to belong
where they....

Live | Work | Learn | Play

Vision Statement

To be the most resourceful and impactful social service
organization in building a world of inclusion

Core Values

People

Integrity

Compassion

Innovation

Fun

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Introduction

This handbook provides a quick reference to important safety information. For more detailed safety information concerning your workplace, consult your supervisor, identified Safety Officer for your office, and/or Human Resources.

We believe that safety is not only important to everyone but is also everyone's responsibility.

Emergency Procedures

Adjoin's ability to address emergencies depends on the cooperation and participation of all members of the community. Adjoin has identified three levels in its efforts to better prepare for an emergency. The first of these levels is the ***Emergency Response Plan***, which identifies key decision makers and their roles during a company emergency.

The second level is the ***Office Emergency Plan***. Each office throughout the state has a designated Safety Officer and Regional Director who is responsible for developing an emergency plan and making sure that all the employees working in the office have a complete understanding of the evacuation process. The Safety Officer is also responsible for coordinating evacuation drills throughout the year, as scheduled by the Human Resources Director and/or their designee.

The final level is this document. The Emergency Response Plan calls upon all team members to be familiar with the *Safety Handbook*.

Before an emergency occurs

- KNOW the established emergency procedures for your office and/or worksite
- KNOW the hazards of any materials or equipment in office and work area and the precautions to take to avoid or minimize associated risk
- KNOW two means of escape from your area
- KNOW the locations of fire alarm pull stations
- KNOW the location of portable fire extinguishers and how to use them
- KNOW the location of the nearest first aid kit
- KNOW the location of the Emergency Safety Binder

Emergency Evacuation Plan

Each Office is required to develop an individual emergency evacuation plan and must keep it updated in the Emergency Binder. This plan is supplemental to this handbook and provides office-specific information. The evacuation plan must contain the following:

- Emergency telephone numbers
- Evacuation personnel duties
- Designated meeting point
- Office information such as whether the building has automatic sprinkler system, smoke detection and/or manual pull stations
- Detailed instructions on each of the drills we run



Fire

If you discover a fire, an explosion, or smoke in an office and/or worksite, activate the fire alarm system immediately at nearest fire pull station to evacuate the building (see “Evacuation procedures” below).

After sounding the fire alarm, call 911 from a safe location. Provide the address, floor, suite/apt number, and any known special hazards at the location. Do not assume that someone else has called.

If the fire is in an unoccupied room, try to close the door to stop the spread of smoke and heat; do not take any unnecessary risks in doing this.

Only if the fire is small and you have received training in fire extinguisher operation should you attempt to extinguish the fire; **do not** take any unnecessary risk in doing this!

When the police and/or fire fighters arrive direct them to the fire.

Evacuation Procedures

- When a fire alarm sounds, evacuation is required.
- Walk, do not run, to the nearest exit and proceed outside. If safe to do so, close doors as you leave.
- Do not use elevators during a fire emergency.
- If the fire alarm stops, continue to evacuate and warn others who may attempt to enter the building.

- Leave the building and move away from it, keeping walkways and driveways open for arriving firefighters. Proceed to your prearranged meeting spot as defined in your Office Emergency Plan.
- Everyone must follow the orders of the fire and police departments.

Fire Extinguishers

Fire extinguishers can be found in each office either in cabinets or mounted on wall brackets. Make sure you know the location and type of the nearest fire extinguisher. Report missing, discharged, or damaged fire extinguishers to the Safety Officer and/or your supervisor as soon as possible. If you use a fire extinguisher, do not return it to its cabinet or bracket. Report the use of the extinguisher immediately to your supervisor and the Safety Officer to have it refilled or replaced.

Only individuals who have received training on how to use a fire extinguisher should use them. Information and training on fire extinguishers are available from the Safety Officer. Safety Officers are required to inspect fire extinguishers at least once a month to ensure that fire extinguishers are within operating standards.

Clothing Fires

If your clothing is on fire, do not run. If a shower is nearby, get under the shower and let the water flow over the burned area until medical help arrives. Otherwise, the universal instruction is **stop, drop and roll**. Immediately drop to the floor and roll repeatedly to extinguish the flames, holding your hands over your face to protect it from the flames.

Hazardous Material Release

If you discover a hazardous biological or chemical spill, immediately evacuate the area. If the spill creates a risk of or causes fire, explosion, or injury, call 911. All hazardous material releases should be reported to your supervisor immediately.

If exposed to a chemical that is listed in the SDS binder, please refer to the correct substance/chemical and follow instructions for first aid.

Power Outage

In the event of a power outage, it may be difficult to see well enough to maneuver. Every desk and/or room should have a flashlight where it can be easily accessed during a power outage. Use the flashlight to assist you in maneuvering through the office. Turn off and unplug everything including computers, copiers, fax machines, coffee pot, etc. Do not open the refrigerator or freezer.

There is a community resource binder located in each office for accessing services during an extended power outage.

If power does not return within a short amount of time, it may be necessary to leave the office. In these situations, you need to notify your supervisor that you are leaving the office. You may want to check back in 60 to 90 minutes to verify if the power has been restored before returning.

Severe Thunderstorms

A **Severe Thunderstorm Watch** is when conditions are favorable for severe weather that includes rain, hail, lightning and thunder. You may continue normal activities, but supervisors should assign someone to monitor the situation.

A **Severe Thunderstorm Warning** is when severe thunderstorms are occurring in the area. Be prepared to move to a place of shelter if threatening weather approaches. Stay indoors away from windows until the storm passes. If large hail begins to fall, seek shelter.

Floods

- Follow work-site evacuation plan
- Move immediately to higher ground or stay on high ground.
- Evacuate the city if directed by officials.
- Avoid walking or driving through flood waters. Turn Around, Don't Drown! Just 6 inches of moving water can knock you down and 2 feet of water can sweep your vehicle away. Electrical charges may be present in water from damaged electrical wires.

Earthquake

In the event of an earthquake there is little time to react. When you first feel shaking, immediately take cover under something sturdy – your desk, for example. If you cannot reach cover, crouch in an interior corner away from windows, shelves, or cabinets. Do not try to get outside. If you are outside at the time of the earthquake, move away from the sides of buildings, overhead wires, or other hazards. If you are driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside the vehicle until the shaking is over. Be prepared for aftershocks.

Bomb Threat

Take any bomb threat seriously and report it immediately to the police and then your supervisor. If you receive a written bomb threat, do not handle it any more than necessary. Place it in an envelope to preserve possible fingerprints. If you receive a telephone threat, note the exact time of the call and attempt to write down the exact words of the caller. Ask the caller to repeat information. Get as much information as possible by asking when the bomb is set to explode, what kind of bomb it is, where it is located, and what it looks like. If possible, signal another person and write a note explaining the call is a bomb threat. The other person can then alert the police. Give all of the information you obtain to the police when you talk to them. Refer to the Bomb Threat Checklist for more guidance on how to navigate a call for a bomb threat.

Theft & Missing Property

Theft or missing property should be reported to the police and your supervisor immediately. The police will take a report of the loss and of the circumstances surrounding the loss.

Suspicious Person

If you see suspicious persons in your office or on the property, report it to your supervisor immediately. Your supervisor will direct you to call the police depending on the circumstances. You should provide a complete description of the person, what they are doing, their last-known location, and their direction of travel (if known). Follow any directions given to you by the police and **do not** confront the suspicious person. If warranted, the police will remove the suspicious person from the premises, issue them a trespass warning, or arrest them.

Security

All employees should take the following steps to ensure their personal safety.

While Working

- Keep all valuables locked away and/or lock your office door when you leave the office, even if you are away only for a short time.
- Ask unescorted visitors entering your office to identify themselves and whom they are meeting.
- Notify your supervisor immediately if a person entering your office appears to be suspicious, won't identify themselves or asks for a person who does not work in the office.
- Secure computers when stepping away and other valuable equipment as much as possible. Keep records of serial numbers on equipment. You may want to mark the equipment with the company name and contact number.

While Working After Hours

- Lock all doors to the outside.
- Keep your office door closed and locked
- Never prop open a door for someone who will be joining you or allow strangers to enter with you.
- Never leave your purse or wallet unattended.
- Remove valuable items from your desktop and close and lock file drawers, windows, and doors when leaving your office for the day.

When Walking at Night

- Walk with someone you know if possible.
- Stay alert and be aware of your surroundings.
- Plan the safest route to your destination and use the same route every time.
- Walk briskly and confidently in the center of the sidewalk.
- Avoid dark areas and shortcuts.
- If you think you are being followed, head quickly for a lighted area, a group of people, or telephone. If you have a cell phone, get it out.
- Consider carrying a personal alarm.
- Be careful when walking to or from public transportation.
- Have your car or house keys out and in hand as you approach your vehicle or home.

- Do not hitchhike.

Active Shooter

While Adjoin offices are located in areas that are felt to be safe, violence can happen anywhere, and employees are trained on the importance of workplace security.

Employees will assist any person in the office with mobility impairment, hearing impairment, visual impairment, or intellectual disability.

RUN, HIDE, FIGHT is the order of action according to the FBI as well as law enforcement agencies across the nation in light of recent happenings in our country.

RUN -- If there is a situation within the office that you feel could become violent, get out of the building, following the evacuation plan if that is the safest escape, and call 911.

HIDE -- If you cannot get out of the building and the situation appears life threatening, seek protective cover, and call for help using a cell phone. Stay on the line with 911 dispatchers even if you cannot communicate with them. They will likely locate you through the GPS on your phone. Silence the ringer on your phone so that you do not give away your position. By keeping the phone connected, dispatchers can hear background noise and assess the situation, perhaps. Lock/block the door, hide behind a large object, and remain very quiet

FIGHT – If there is no alternative, and you must fight, attempt to incapacitate the shooter with physical aggression. Improvise a weapon, if possible.

If a situation or a potential threat takes place outside the building, lock the exterior office door and call 911. Do not put yourself in a position to be injured.

Safety Inspections

Monthly office inspections are conducted by Safety Officers at their respective office locations to ensure proper health and safety standards. Annual inspections are also conducted for all office locations by an external safety inspector.

Pandemic Response

Covid-19 Prevention Plan

In accordance with Cal/OSHA COVID-19 non-emergency guidance, Adjoin no longer has a specific set of regulatory requirements for COVID-19 prevention. Adjoin continues to maintain a safe and healthful place of employment and will continue to adhere to the Injury and Illness Prevention Program (IIPP) for general workplace health and safety.

Adjoin will continue keeping a record of all COVID-19 cases detected until the effective date of February 3, 2026, and will retain all records for two years in accordance with Cal/OSHA guidelines.

Injury and Illness Prevention Plan

At Adjoin, the safety and well-being of our employees and clients are our highest priorities. We recognize that maintaining a safe and injury-free workplace is a shared responsibility, and we are committed to fostering a culture of safety through education, accountability, and proactive measures.

To achieve this goal, Adjoin has implemented a comprehensive Injury and Illness Prevention Program (IIPP). This program outlines our safety policies and procedures designed to identify and mitigate risks, prevent workplace injuries, and promote overall health and safety.

We firmly believe that injuries are preventable and that trained, engaged, and safety-conscious employees are essential to maintaining a safe environment. By adhering to the principles and practices outlined in this program, Adjoin aims to ensure a safe, healthy, and compliant workplace for everyone.

Responsibility for Administration

- **Olivia Blaylock, Chief Operating Officer (COO)**, holds principal authority and provides overall direction for implementing Adjoin's Injury and Illness Prevention Program (IIPP). She is responsible for ensuring that the program is effectively executed and adhered to across the organization.
- The IIPP Administrator, **Sabrina Di Marzio, Human Resources Director**, has the authority and responsibility for overseeing the implementation and management of the program's provisions.

- **Managers and Supervisors** are responsible for implementing and maintaining the IIPP within their respective work areas. They are also tasked with addressing employee questions about the program and ensuring compliance with its guidelines.
- Each office will designate a **Safety Officer** responsible for monitoring adherence to established safe work practices and promptly addressing any identified hazards to maintain a safe environment.
- In collaboration with the designated Safety Officers, the **Safety Administrator or the HR Generalist** will oversee the administration and monitoring of safety requirements across all regions. They will also assist in managing documentation and maintaining records for each location to ensure compliance and accountability.
- **Regional Directors** are accountable for ensuring that workplace injuries within their areas are thoroughly investigated. They must also implement appropriate corrective actions to mitigate risks and maintain a safe workplace.

Safety Committee Meetings

The Safety Administrator, Safety Officers, and Regional Directors will form a safety committee to oversee and coordinate all aspects of Adjoin's safety program. This committee will hold quarterly meetings to ensure consistent implementation of safety policies, review identified hazards and near-miss incidents from the reporting period, and evaluate the effectiveness of corrective actions taken. Additionally, the committee will assess and guide the implementation of new safety programs or procedures to maintain a proactive and comprehensive approach to workplace safety.

Compliance

All employees are required to comply with Adjoin's Injury and Illness Prevention Program. This includes employees at every level and in all positions within the company. Violations of safety standards or conduct that show either a disregard for safety concerns or negligent or reckless conduct may result in disciplinary action up to and including termination. It is the responsibility of each employee to immediately report all work-related injuries and illnesses, as well as safety hazards to their immediate

Supervisor or Safety Officer. In addition, an official employee incident report must be completed.

The following is our system of ensuring that all employees comply with the rules and maintain a safe work environment:

- Informing employees of the provisions of our IIPP.
- Evaluating the safety performance of all employees.
- Recognizing the employees that perform safe and healthy work practices.
- Providing training to employees whose safety performance is deficient.
- Disciplining employees for failure to comply with safe and healthy work practices.

Communications

Employees will be informed of matters relating to occupational safety and health in posted notices, memos and/or personnel policy statements. Important safety issues may also be raised in regular staff meetings or training programs. Employees are encouraged to direct any questions they have regarding safety issues or the IIPP to either their Safety Officer or the Safety Administrator. It is also the responsibility of each employee to inform the Safety Officer or the Safety Administrator immediately of any hazard or unsafe condition in the work site. No employee will be retaliated against for reporting hazards or potential hazards or for making suggestions related to safety. The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

- New employee orientation includes a comprehensive discussion of site-specific safety and health policies and procedures.
- The IIPP program is reviewed annually to ensure it remains current and effective.
- Supervisors are responsible for consistently implementing and monitoring safety practices to ensure their effectiveness.
- Workplace-specific safety and health training is conducted to address the unique risks and requirements of each worksite.

- Safety meetings are held at least monthly, with additional meetings scheduled as needed in response to incidents involving hazards, injuries, or illnesses.
- Clear and written communication of safety and health concerns between employees and supervisors is maintained.
- Safety information is posted and distributed to ensure visibility and awareness throughout the organization.
- Employees have access to an anonymous hazard reporting system, allowing them to inform management of workplace hazards without fear of reprisal.
- A formal appraisal of safety performance is incorporated into the annual employee evaluation process to reinforce accountability and promote a culture of safety.

Hazard Assessment/Safety Inspections

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Competent Observer	Area
Jessica Ramos	Stockton
Shannon Sackos	Orange County
Esmeralda Lopez	Visalia
Lauren Will, Frank Battle	Fresno
Maryvell Concepcion	Merced
Teri Geston	San Marcos
Lizbeth Lopez	Imperial Valley
Ruby Quintero	San Diego Veterans
Keegan Wulf	San Diego Corporate

Inspections will consider the unique characteristics and requirements of each office location, such as specific building layouts, local environmental factors, and office functions. Checklists will be adapted to account for

these location-specific factors to ensure a comprehensive evaluation of potential hazards.

Whenever hazards are identified during inspections, the office inspection checklist will be promptly updated to reflect the newly discovered risks. This ensures that future inspections address these hazards and incorporate any necessary preventative measures to maintain a safe working environment.

Periodic inspections are performed according to the following schedule:

1. The Safety Officer will conduct monthly inspections using the designated office inspection checklist to ensure compliance with safety standards and identify potential hazards.
2. Upon the establishment of the Injury and Illness Prevention Program
3. Whenever new substances, processes, procedures or equipment are introduced into the workplace that represents a new occupational safety and health hazard.
4. Whenever Supervisors/Safety Officers are made aware of a new or previously unrecognized hazard.
5. When occupational injuries and illnesses occur.
6. When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
7. Whenever workplace conditions warrant an inspection.

Given the nature of the work performed by Adjoin employees, particularly the significant time many spend in the community, the IIPP extends its focus beyond the physical boundaries of Adjoin's offices. Periodic evaluations of clients' living quarters will be conducted to identify and address potential safety hazards. The frequency and scope of these evaluations will be tailored to meet the specific needs and circumstances of each client.

Accident/Exposure Investigations

Adjoin will investigate occupational injuries and illnesses in a manner deemed appropriate to determine the contributing factors and identify measures to prevent recurrence. Investigations may include a physical inspection of the location where the injury occurred, a review of the circumstances leading to the incident, and an assessment of whether

specific procedures, practices, or preventive measures could have reduced or eliminated the risk.

The IIPP Administrator or their designee will conduct these investigations, which will include the following steps:

- Visiting the accident scene as soon as possible.
- Visiting the accident scene promptly to assess the situation and gather immediate evidence.
- Conducting thorough interviews with affected employees and witnesses to collect detailed accounts of the incident.
- Examining the workplace environment and equipment to identify factors contributing to accidents or exposures.
- Determining the root causes of the accident, exposure, or near-accident through comprehensive analysis.
- Developing and implementing effective corrective actions to eliminate hazards and prevent future occurrences.
- Documenting all findings, actions taken, and preventative measures on the OSHA Form 301 for accurate record-keeping.

- Near miss incidents will be thoroughly investigated to identify potential hazards that could lead to future accidents or injuries. These investigations will involve reviewing the circumstances of the near miss, interviewing involved employees or witnesses, and examining the workplace for contributing factors. Findings will be documented, and corrective actions will be implemented to mitigate risks and prevent recurrence.

Hazard Correction

Whenever an unsafe or unhealthy condition is observed, discovered, or reported, Adjoin will take steps it determines appropriate under the circumstances to correct the condition, practice, or procedure in a timely manner. The severity of a hazard will be considered along with other relevant factors when evaluating the most appropriate method of correction and the timeframe for completion. Employees will be informed of the hazard and any interim protective measures taken until the hazard is corrected.

When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees

will be removed from the area, except those necessary to correct the hazardous condition. The designated employee(s) addressing the hazard will be provided with the necessary safeguards to ensure their safety.

Corrections to hazards performed by outside contractors will be documented, and records of these corrections will be kept and maintained. This ensures accountability and transparency in addressing and resolving identified hazards.

A tracking system will be implemented to document all corrective actions taken for hazards related to equipment, facilities, and locations. This system will include detailed records of the identified hazard, the corrective actions taken, the responsible party, and the timeline for completion. Regular reviews will ensure the tracking system remains up to date and that all hazards are addressed effectively and efficiently.

Training and Instruction

Adjoin shall assure that Supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction may **be** exposed. Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions regarding hazards unique to any job assignment. The training is provided:

1. When the Injury and Illness Prevention Plan is first established.
2. To all new workers.
3. To all employees and those given new job assignments for which training has not previously been received. Documentation of all training should be made and held in the personnel file.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever Adjoin becomes aware of a new hazard or one that was previously unrecognized.
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
7. To all workers with respect to hazards specific to each employee's job assignment.
8. Proper reporting of hazards and accidents to supervisors.

When a supervisor is unable to provide the required training, he/she should request such training to be given to the employees by others by notifying the Safety Officer or Safety Administrator.

General workplace safety and health practices include, but are not limited to, the following:

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, handwashing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - Stacking goods in an unstable manner.
 - Storing materials and goods against doors, exits, fire extinguishing equipment and electrical paneling.

When applicable our training may also include

- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

Employee Access to the IIPP

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
2. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester with a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
 - a. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
3. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Clear instructions on how to request a copy of the IIPP will be available on the company intranet, posted in common areas, and included in employee handbooks. These instructions will explain how employees can request a printed or electronic copy, the time frame for receiving it, and any costs associated with additional copies.

Any copy provided to an employee, or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

Record Keeping

Adjoin will retain records of inspections and training conducted under the IIPP for a period of three years.

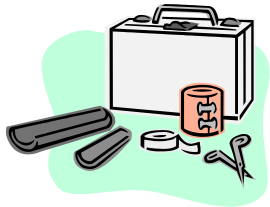
Our workplace has more than ten employees and so maintains the following records to help us effectively implement our IIPP:

- Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices). These records are maintained for at least one (1) year.
- Documentation of our safety and health training for each worker, including their name, training date(s), types of training and the name(s) of our training provider(s).

Medical Treatment

Whenever you encounter a person who is ill or injured, follow these steps:

- Keep victim as comfortable as possible.
- Do not move the victim any more than is necessary for his/her/their safety.
- Never administer liquids to an unconscious victim.
- Do not remove objects that may be embedded in the victim's skin.
- Notify your Supervisor or HR immediately



Life-Threatening Injuries and Illnesses

Life threatening conditions include severe chest pains, gunshot wounds, severe burns, hemorrhaging, severe head injuries, and open (compound) fractures, among others.

In the event of a life-threatening medical situation, call 911. Paramedics will respond for treatment and transportation to the hospital emergency room. Notify your supervisor of the incident as soon as possible.

Other Injuries and Illnesses

If you encounter an injured or ill person, help that person seek medical attention and notify your supervisor of the incident.

Blood Borne Pathogens

While exposure to bodily fluids and other potentially infectious materials is relatively rare during the course of delivering direct service, the possibility of occupational exposure does exist. For your protection, an understanding of occupational exposure is needed.

Employees who are exposed to human blood, body fluids, and other potentially infectious materials in the course of their work – including employees who work with human tissue or provide CPR & 1st Aid – are covered by the Occupational Safety and Health Administration (OSHA) Blood borne Pathogens Standard. Blood borne pathogens include HIV, Hepatitis B virus, and Hepatitis C virus. Exposure can occur via a percutaneous injury, such as a needle stick or cut with a sharp object, or by contact of mucous membranes or non-intact skin with blood, tissue, or body fluids that are contaminated with visible blood.

Adjoin's Exposure Control Plan for Blood borne Pathogens and Universal Precautions policy are available for review by all employees. Observing universal precautions is the single best strategy to reduce the risk of exposure to blood borne pathogens. This involves treating all human blood and potential infectious human material as if it were known to be infectious. Initial and annual trainings of all team members who have occupational exposure are required. This training must be job specific and should include information about personal protective equipment such as gloves, the use of safety devices and how to obtain the hepatitis B vaccination. Resources are available on where an employee can get the Hep B vaccination. All employees will be offered to receive a pre-exposure Hepatitis B vaccine in writing upon hire.

If exposure should occur, the following steps should be taken:

- Thoroughly wash and/or irrigate the exposure site.
- Notify your supervisor, safety officer and/or Human Resources of the incident as soon as possible.

If an employee experiences a known or suspected exposure to Tuberculosis (TB) in the workplace the employee should receive a TB test at Adjoin's local worker's compensation clinic at Adjoin's expense. Employee must notify their Safety Officer, and/or Supervisor for assistance completing any applicable paperwork.

Chemical Safety

Knowing and understanding the hazards of the chemicals you use is one of the first steps in ensuring a safe workplace. The term **chemical** applies not only to laboratory chemicals, but also includes all industrial chemicals (e.g., paint, oils, cleaning agents) and office supplies (e.g., toner).

Every chemical poses an inherent hazard that must be respected. When the hazards of the chemical are defined, listed, and understood, proper safety measures may be instituted to protect your health and safety.

A chemical is considered to be hazardous if it poses either a health or physical hazard or both on exposure. Health hazards are illnesses or health problems that may develop in the event of overexposure to the hazardous chemical. These may range from acute health effects such as headaches, dizziness, and skin irritation to chronic health effects such as cancer and organ damage. Physical hazards may result from improper handling of the chemical or product. Examples of physical hazards include fires, explosions, and sudden releases of pressure. Therefore, a hazardous chemical is any substance or mixture of substances having properties capable of producing adverse effects on your health and safety. Adjoin's *Hazard Communication Program* is designed to alert you to hazards of the chemicals in the non-laboratory workplace by providing you with access to information on the health and physical hazards of chemicals, safe handling precautions, and emergency and first aid procedures. Each office will also maintain an SDS Binder with a list of everything in the office that could be considered a hazard and steps to take in a first aid situation.

The Hazard Communication Program provides you with the right to know:

- What chemical substances are present in your workplace
- What health hazards may be caused by the overexposure to the chemicals in your workplace
- What physical hazards may result from improper handling
- What precautions or safety measures must be instituted to protect your health and safety

The Hazard Communication Plan consists of the following elements:

Hazard Evaluation

Manufacturers, importers, or distributors of chemicals are required to assess the health and physical hazards of their chemical products. Information concerning a chemical's hazards must be supplied on the product label and safety data sheet (SDS).

Labeling

The manufacturer, importer, or distributor must label all containers of hazardous materials. The label must provide the following information:

- The identity of the hazardous chemical(s)
- Hazard warnings in words, pictures, or symbols
- The name and address of the manufacturer, importer or distributor

The hazardous material container's label must not be removed or defaced. If the hazardous material is transferred from its original container to another, the new container must be labeled with the identity of the hazardous chemical(s), hazard warnings, and the name and address of the manufacturer, importer or distributor.

If you transfer the hazardous chemical from a labeled container to a portable container intended for your use that same day, the container does not need to be labeled as previously described. If, however, you leave some of the hazardous chemical in the portable container at the end of the day, you either have to label the container or return its contents to the original labeled container.

Safety data sheets (SDS)

Chemical manufacturers, importers, and distributors must include an SDS with each first order or shipment of a hazardous chemical. The SDS provides detailed information on the chemical's properties, its health and

physical hazards, how to store and handle it safely, and what to do in the event of a spill or other accident. Your workplace must maintain an SDS for each hazardous chemical handled or stored in the workplace. The SDS must be readily available to you in your workplace at all times. You may contact your local Safety Officer and request to review SDSs specific to your office.

The Safety Office is responsible for conducting an annual review of the SDS binder to ensure all products are accurately documented. Additionally, whenever the Safety Officer becomes aware of any changes to the products in use—such as updates in branding or manufacturer—the SDS will be reviewed and updated accordingly.

Labeling and SDS Exemptions

The following materials are exempt from hazardous labeling and SDS requirements:

1. Food, food additive, color additive, drugs or cosmetics or their ingredients when these products are subject to the Food and Drug Administration's Food, Drug and Cosmetic Act.
2. Any distilled spirits (alcoholic beverage) wine or malt beverages not intended for industrial use, when required to be labeled under regulations set forth by the Bureau of Alcohol, Tobacco and Firearms.
3. Any client product or hazardous material subject to client product safety standards or labeling requirements or regulations set forth by the Client Products Safety Commission.
4. Client products packaged for distribution to or used by the general public, provided employee exposure is not significantly greater than client exposure during normal client use of the product.

Safety Meetings and Orientation

Before starting work and periodically during your employment, all Adjoin employees are required to attend a health and safety orientation for training and information regarding the handling of hazardous materials. The Safety Officers are also responsible for setting up monthly office safety meetings and accounting for full attendance at times convenient for the group. When a new hazardous substance is introduced into the

workplace, all affected employees shall receive the information and training before there is a potential for exposure to the material.

Hazardous Material Information

At the regularly scheduled health and safety meetings, employees will be provided with the following information:

- An overview of the requirements contained in the Hazard Communication regulation, including their rights under the Regulation.
- Identification of any operations where hazardous substances are present.
- Locations and availability of the written hazard communication programs and SDS information.
- Physical and health effects of exposure to the hazardous substances.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work environment.
- How to lessen or prevent exposure to these hazardous substances through the use of engineering controls, work practices and/or the use of personal protection equipment.
- An emergency first aid procedure to follow if someone is exposed to a hazardous substance.
- How to obtain hazard information and how to read, review and understand the information contained in the SDS.
- Steps Adjoin is taking to lessen or prevent exposure to hazardous substances.

Employees are encouraged to discuss any concerns or questions about hazardous materials in the workplace with their supervisor.

Hazardous Substance Discovery

If any Adjoin employee should discover or become aware of a hazardous material in use at their unit office or in the field, which has not previously been identified, they shall immediately discontinue use of the product and notify their supervisor. The supervisor shall notify the Safety Officer and a safety meeting will be scheduled for all affected employees before the substance is used again.

Known Hazardous Chemicals

At this time, there are no known hazardous chemicals that present a risk in use during normal operations. Please note, Adjoin is always evaluating this whenever new substances, processes, or equipment are introduced.

Outside Contractors

It is the duty of Adjoin to inform all outside contractors and their employees of any hazardous substance which might be encountered during the performance of their duties.

Written Program










Adjoin has developed the company Hazard Communication Program which documents how Adjoin complies with the federal OSHA Hazard Communication Standard. Your office must have this program accessible for your viewing during business hours.

Hazard Communication Symbols and Pictograms

If Worst Credible Severity of Harm is Death or Serious Injury.		Probability of Accident if hazardous Situation is not Avoided	
		WILL	COULD
Probability of Death or Serious Injury if Accident occurs	WILL		
	COULD		

If Worst Credible Severity of Harm is Moderate or Minor Injury.		If Worst Credible Severity of Harm is Property Damage.	
For all Probabilities: 		Preferred → 	
		For all Probabilities: Alternate → 	

HCS Pictograms and Hazards

<p style="text-align: center;">Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p style="text-align: center;">Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p style="text-align: center;">Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p style="text-align: center;">Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases Under Pressure 	<p style="text-align: center;">Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals 	<p style="text-align: center;">Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p style="text-align: center;">Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p style="text-align: center;">Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p style="text-align: center;">Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

Civility, Mutual Respect and Violence

Employees of Adjoin are expected to deal with each other with respect and consideration. Each employee is expected to treat other members with civility, recognizing that disagreement and informed debate are valued. Demeaning, intimidating, threatening, or violent behaviors that affect the ability to work in the office or worksite environment are not acceptable in the standard for civility and respect. These behaviors have no place in the work setting.

Violence and Safety

Violence is a behavior that causes harm to a person or damage to property or causes fear for one's safety or the safety of others. Examples include physical contact that is harmful and expression of intent to cause physical harm. Such behavior is unacceptable at Adjoin.

Weapons of any kind are prohibited at worksites. Anyone who is involved in, or witnesses' behavior at an office or worksite that poses imminent danger should immediately contact the police. In situations that do not involve imminent danger or for advice on the appropriate course of action, contact your supervisor or the on-call system. Alternatively, you may report the incident to the Chief Executive Officer. Guidance for identifying potentially threatening or violent behavior and for the best ways to deal with incidents can be found in the company's Administrative Policies and Procedures Manual.

Persons who have obtained restraining or personal protection orders are encouraged to provide a copy of the order to their supervisor. Noncompliant behavior will lead to removal from the worksite pending an investigation. Anyone who violates this policy is subject to disciplinary action, which may include termination of employment. Visitors, vendors, and family members are expected to comply with this policy.

Please see the Workplace Violence Prevention plan for more information on how you can take precautions against incidents in the workplace and our procedure for reporting and documenting these incidents.

Acknowledgement of Receipt

Adjoin wants each employee to understand as much of the Safety Handbook as possible. If you need additional assistance to fully understand the Safety Handbook, ask your supervisor for assistance. You also must sign an “Acknowledgment of Receipt” agreeing that you understand and will follow our safety policies and procedures upon hire in our Human Resources Information System (HRIS). If you have any questions regarding this handbook, ask your supervisor before you sign.