



QUALITY DOCUMENTS

Q.P. NUMBER 5A

COMPANY HEALTH AND SAFETY
POLICY/PROCEDURE
LAVENDER INTERNATIONAL USA



This document forms an integral part of the Company Quality system, and adherence to the requirements specified within are mandatory upon all Company personnel and upon any subcontractor required to work in accordance with it.

This is a controlled document and must not be altered in any way without authorization from the Company Quality Manager.

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Lavender International NDT Consultancy Services Ltd

Date: 01.04.16

Authorised / Approved by:

Title: General Manager
Lavender International NDT USA LLC

Date: 01.04.16



DOCUMENT AMENDMENTS AND UPDATES

Date Amended	Section Amended	Amendment made	Name of person inserting change
01/04/16	Contents	Amendment made to contents list	S. Young

All changes are hi-lighted

Copies of this document are sent to PCN/BINDT.

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1.0 SCOPE

- 1.1 This procedure describes the policy of the company in order to provide for the Health and Safety of all members of staff and people attending Lavender premises in the USA.

2.0 RESPONSIBILITIES

- 2.1 The Manager, Lavender International NDT USA LLC, takes the role of the Resource Manager where applicable and has overall responsibility for the implementation of the requirements of this procedure.
- 2.2 The Office Manager is responsible for the day to day responsibility of Health and Safety at this location.
- 2.3 The staff representatives for Employee Safety at this location are Michelle Chapman (Business Manager) and Tim Armitt (General Manager).
- 2.4 All activities with an element of risk will be assessed and controlled.
- 2.5 Non-compliance with any aspect of this procedure may be sufficient reason for instant dismissal or ejection from the premises.
- 2.6 The Company employs a Health and Safety Consultant, Charles Huggins who provides advice and support on health and safety issues as well as regular visits to our premises in Houston.

3.0 OBJECTIVES

- 3.1 To ensure that all members of staff and students attending the premises, visitors and contractors carry out their duties in a safe working environment.

4.0 REFERENCED DOCUMENTS

- 4.1 OSHA which covers:
- Steel sample storage racks (OSHA 1910.176)
 - Material handling (OSHA 1910.142)
 - Student work station (NFPA 10 & OSHA 1910.157)
 - Fire extinguishers (OSHA 1910.37)
 - Exit doors/Exit signs with lighting (OSHA 1910.151)
 - Medical & First Aid/First aid kit (OSHA 1910.334)
 - Extension cords (OSHA 1910.1200)
 - Battery disposal



5.0 SPECIFIC AREAS REQUIRING CONTROL OF HEALTH AND SAFETY

The following areas are considered necessary to be controlled to provide a safe working environment.

- a) General Safety of Staff and Students (Section 7)
- b) Fire Prevention (Section 8)
- b) First Aid and CPR (Section 9)
- c) Office Ergonomics (Section 10)
- d) Manual Lifting (Section 11)
- e) Bloodborne Pathogens (Section 12)

6.0 GENERAL SAFETY

- 6.1 All staff and students will be expected to conduct themselves in a sensible manner and to treat all substances and processes with due respect to the hazards which may arise from use and misuse. All technical staff will be suitably trained in the use of processes and substances with which they may be expected to work during the course of their employment.
- 6.2 There will be a 'No Smoking' rule in force throughout the Lavender premises.
- 6.3 Cleaning facilities are available to all staff and students which are separate from the process areas.
- 6.4 All staff will ensure that the premises are kept in a clean, tidy and safe condition with attention being paid to proper disposal of soiled materials and storage of items not currently in use.
- 6.5 All people attending for either training or examination are shown the Facilities Information sheet (QD 119) prior to their course and asked to sign and date as notification of understanding the leaflet.
- 6.6 Safety Notices will be prominently displayed where appropriate.
- 6.7 A Fire Action Plan is displayed in each room.
- 6.8 A Health and Safety audit is carried out every month by a senior Manager.



6.9 An annual risk assessment is carried out during the internal audit process.

7.0 FIRE

7.1 The following Fire Protection Plan applies to this facility.

7.2 The purpose of this Plan is to inform interested persons, including employees, that Lavender International USA is complying with the OSHA Fire Prevention Plan regulations, outlined in Title 29, Code of Federal Regulations 1926.24, Subpart F and Title 29, Code of Federal Regulations 1910.38(b). We have developed this Plan in order to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. The Plan addresses the following issues:

- Major fire hazards within the work place and proper handling and storage procedures for items that are considered major fire hazards
- Potential ignition sources for fires and control procedures for these sources
- The type of fire protection equipment or systems which can control a fire
- Regular job titles of employees responsible for the maintenance of equipment and systems installed to prevent or control the ignition of fires and for the control of fuel source hazards.
- Training requirements
- Type of training required

7.3 Under this Plan, employees will be informed of the Plan's purpose, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations and the alarm system. The Plan is closely tied to our Emergency Action Plan which outlines procedures for emergency escape and route assignments, accounting for all employees after an emergency evacuation has been completed and rescue and medical duties for those employees who perform them. Please refer to the Emergency Action Plan, located at Appendix 1 in this manual, for additional information.

7.4 Specific Information (SI)

SI 1 Lavender International USA:

- has provided portable fire extinguishers for employee use in the workplace;
- shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire-fighting;
- shall provide the education/training required upon initial employment and at least annually thereafter;



- shall provide employees who have been designated to use fire-fighting equipment as part of an emergency action plan with training in the use of the appropriate equipment.

SI 2 Lavender International USA:

- shall assure that portable fire extinguishers are subjected to monthly visual inspections and an annual maintenance check;
- shall ensure that stored pressure extinguishers do not require an internal examination.
- shall record the annual maintenance date and retain this record for one year after the last entry or the life of the shell, whichever is less.

7.5 Responsibilities of the Safety Officer

- Developing a written Fire Prevention Plan for both regular and after-hours work conditions.
- Immediately notifying the Fire or Police departments and the building owner/ superintendent in the event of a fire affecting the office
- Integrating the Fire Prevention Plan into the existing general emergency plan covering the building occupied by the Company.
- Distributing procedures for reporting a fire and the location of all fire exits and evacuation routes to each employee.
- Conducting drills to acquaint all employees with fire procedures and to evaluate their effectiveness.
- Satisfying all Local fire codes and regulations.
- Training designated employees in the use of fire extinguishers and the application of medical first aid techniques.
- Maintaining a list of home telephone numbers for key management personnel. This list must be kept in a safe place at the Company's main office so it will be readily available in the event of a fire.

7.6 If an evacuation is deemed necessary, the following actions occur:

- All employees are notified and a head count is taken to confirm total evacuation of all employees.
- The building owner/management should be contacted, informed of the actions taken and asked to assist in coordinating security protection.

7.7 Work Place Fire Hazards

It is our intent to ensure that hazardous accumulations of combustible waste materials are controlled so that a fast developing fire, rapid spread of toxic smoke or an explosion will not occur. Employees are to be made aware of the hazardous



properties of materials in the work place and the degree of hazard each of these materials pose.

7.8 **Potential Ignition Sources**

Flammable or combustible materials may not ignite on their own without an external source of ignition.

7.9 **Fire Protection Equipment**

Fire protection equipment, selected and purchased by the Safety Officer, or designee, in use at Company facilities includes extinguishers to protect from the various types of fire hazards.

7.10 **Maintenance of Fire Protection Equipment**

Once hazards are evaluated and equipment is installed to control them, that equipment must be monitored on a regular basis to ensure it continues to function properly. The Safety Officer is responsible for maintaining the equipment and systems installed to prevent or control fires. These individuals follow strict guidelines for maintaining the fire protection equipment.

7.11 All portable fire extinguishers must be visually inspected on a monthly basis or prior to putting back into service following use. The inspection consists of the following:

- Determine if the fire extinguishers are in their designated locations and are clearly visible and accessible.
- Verify that the tamper/inspection seal on each extinguisher is intact.
- On all dry chemical extinguishers with pressure indicator caps, verify that the red stem has not popped up.
- Hold each extinguisher by the handle and lift it up and down slightly to ensure it is filled.
- Examine the external parts of all extinguishers for damage or corrosion.
- Check the nameplate and operating instructions on all extinguishers for legibility.
- Examine the hose on each extinguisher to determine if it is cut, cracked or has abrasions.
- Check the hose couplings on each extinguisher for tightness, corrosion or cracks.
- Check the nozzle on each extinguisher for obstructions and proper operation.



- 7.12 Lavender International USA will also conduct an annual inspection/maintenance of all fire extinguishers and retain this record for one (1) year after the last entry or life of the shell, whichever is less.

7.13 **Housekeeping Procedures**

Accumulations of flammable and/or combustible waste materials and residues are controlled so that they do not contribute to a fire.

7.14 **Training**

7.14.1 Employees shall participate in an educational program/training during the orientation process upon hire and at least annually thereafter. This training shall, at a minimum, cover general fire extinguisher types and principles, proper use, demonstration and discussion of the hazards involved with incipient fires.

7.14.2 At the time of a fire, employees should know what type of evacuation is necessary and what their role is in carrying out the Plan. In cases where the fire is large, total and immediate evacuation of all employees is necessary. In smaller fires, a partial evacuation of non-essential employees with a delayed evacuation of others may be necessary for continued facility operation. It is the duty of Lavender to ensure that employees know what is expected of them during a fire to ensure their safety. It has been determined that this Plan by itself will not suffice in communicating the Plan procedures to employees; therefore, a training program has been developed. In addition, OSHA requires training sessions be held to communicate the Plan procedures to all employees.

7.14.3 Employees shall attend training sessions that consist of presentation of procedures and hands-on instruction relating to fire protection equipment operation. This training will include the following:

- What an employee should do if he or she discovers a fire
- Demonstration of alarm
- How to recognize fire exits
- Evacuation routes
- How to assist employees with disabilities
- Measures to contain fires, for example closing office doors, windows, etc., in the immediate vicinity of the fire
- Head count procedures (Refer to the Emergency Action Plan for details.)
- Returning to the building after the all-clear signal is given



7.14.4 The Safety Officer shall certify in writing that employees have received and understood the Fire Prevention Plan training. If there reason to believe an employee does not have the understanding required, the employee must be retrained.

7.15 **Fire Prevention Equipment**

7.15.1 Provide training for each employee who is required to use fire prevention equipment. Employees shall not use fire prevention equipment without appropriate training. Before an employee is assigned the responsibility of fighting a fire, they shall receive training that covers the following information:

- Types of fires
- Types of fire prevention equipment
- Location of fire prevention equipment
- How to use fire prevention equipment
- Limitations of fire prevention equipment
- Proper care and maintenance of assigned fire prevention equipment

7.15.2 Employees must demonstrate an understanding of this training and the ability to use the equipment properly before they are allowed to perform work requiring the use of the equipment.

8.0 **FIRST AID, CPR & EMERGENCY MEDICAL RESPONSE**

8.1 **Purpose & Scope**

8.1.1 Personal injury is not uncommon in the oilfield workplace. These injuries are usually minor cuts or burns but can be as severe as acute effects of chemical exposure or incidents such as heart attacks or strokes.

8.1.2 This written plan and policy, along with accompanying materials, will be utilized by Site Supervisors and company employees to ensure that medical services and first aid are available at each work location.

8.1.3 This policy applies to all employees and subcontractors at work locations that are controlled by Lavender International USA.

8.2 **General Requirements**

8.2.1 Lavender International USA will ensure the availability of medical personnel for advice and consultation on matters of occupational health.



8.2.2 Provisions will be made prior to commencement of the project for prompt medical attention in case of serious injury.

8.2.3 In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured employees, a person who has a valid certificate in first aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence, will be available at the worksite to render first aid.

8.2.4 First aid supplies will be easily accessible when required.

8.2.5 The contents of the first aid kit will be placed in a weatherproof container with individual sealed packages for each type of item, and will be checked by Lavender International USA Safety Coordinator before being sent out on each job, and at least weekly on each job by the Site Supervisor to ensure that the expended items are replaced.

8.2.6 First aid supplies will be readily available.

- *First aid kits shall consist of appropriate items which will be adequate for the environment in which they are used. Work locations may have unique or changing first aid needs and may need to enhance the first aid kits maintained at these locations.*
- *First aid supplies shall be easily accessible when required.*
- *Lavender International USA shall ensure the availability of adequate first-aid supplies, and periodically reassess the demand for supplies and adjust their inventories.*
- In areas where 911 is not available, the telephone numbers of the physicians, hospitals, or ambulances will be conspicuously posted by the Business Manager.
- Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body will be provided within the work area for immediate emergency use. Quick drenching may be accomplished by use of portable eyewash and body wash stations, or stations designed for this purpose that are plumbed into an appropriate water supply.

8.2.7 Specific Instructions (SI)

SI 1 In the absence of an infirmary, clinic, hospital, or physician, that is reasonably accessible in terms of time and distance to the worksite, which is available for the treatment of injured



employees, a person who has a valid certificate in first-aid shall be available at the worksite to render first aid.

- SI 2** Lavender International USA shall ensure the availability of adequate first-aid supplies, and periodically reassess the demand for supplies and adjust their inventories.

8.3 **First Aid & Emergency Medical Response**

- 8.3.1 Proper equipment for prompt transportation of the injured person to a physician or hospital, or a communication system for contacting necessary ambulance service, will be provided. The Site Supervisor will be responsible for confirming the availability of emergency medical services assistance should they be needed, and confirming that arrangements are in place for transporting injured persons to a physician or hospital.
- 8.3.2 The initial responsibility for first aid rests with the first person(s) at the scene, who should react quickly but in a calm and reassuring manner.
- 8.3.3 The person assuming responsibility should immediately summon medical help (be explicit in reporting suspected types of injury or illness, location of victim, and type of assistance required).
- 8.3.4 Send people to meet the emergency medical services (EMS) personnel. The injured person should not be moved except where necessary to prevent further injury.
- 8.3.5 The names of persons on the jobsite who are trained in CPR and first aid should be posted by the telephone or other communications method when possible, or posted in a prominent place.
- 8.3.6 The number to call for medical emergencies (911) will also be posted by your telephone.
- 8.3.7 All first aid, chemical exposures and medical emergencies will be reported to facility management so that immediate response can be made and proper accident reporting procedures followed.

8.4 **General First Aid for Minor Injuries**

- 8.4.1 For purposes of this policy, general first aid is defined as any one-time treatment and any follow up visit for the purpose of observation, treatment of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care.



- 8.4.2 Minor injuries should be initially treated with self-administered first aid unless assistance of another person is required. This limits the exposure of other persons to potential pathogens in the blood, body fluids and tissues of the injured person.
- 8.4.3 Minor injuries requiring general first aid should always be reported to a supervisor and recorded on the *First Aid Report* form maintained at each work location at the first aid station. This is important because a minor injury may indicate a hazardous situation that should be corrected to prevent a serious future injury. It is also important to document a minor injury as having been "work related" if the injury later leads to serious complications, such as from an infected cut.

8.5 **Personal Protection During First Aid**

- 8.5.1 OSHA requires adherence to "Universal Precautions" when employees respond to emergencies which provide potential exposure to blood and other potentially infectious materials. "Universal Precautions" stresses that all patients should be assumed to be infectious for HIV and other bloodborne pathogens. *NOTE: See the company's written safety program on Bloodborne Pathogens.*
- 8.5.2 Persons responding to a medical emergency should be protected from exposure to blood and other potentially infectious materials. Protection can be achieved through adherence to work practices designed to minimize or eliminate exposure and through the use of personal protective equipment (i.e., gloves, masks, and protective clothing), which provide a barrier between the worker and the exposure source.
- 8.5.3 For most situations in which first aid is given, the following guidelines should be adequate:
- 8.5.4 For bleeding control with minimal bleeding and for handling and cleaning instruments with microbial contamination, disposable gloves alone should be sufficient.
- 8.5.5 For bleeding control with spurting blood, disposable gloves, a gown, a mask, and protective eye wear are recommended.
- 8.5.6 For measuring temperature or measuring blood pressure, no protection is required.



- 8.5.7 After emergency care has been administered, hands and other skin surfaces should be washed immediately and thoroughly with warm water and soap if contaminated with blood, other body fluids to which universal precautions apply, or potentially contaminated articles. Hands should always be washed after gloves are removed, even if the gloves appear to be intact.

8.6 **Requirement to Report Work-Related Injuries & Illnesses**

8.6.1 **ALL WORK-RELATED INJURIES AND ILLNESSES SHALL BE REPORTED AND TREATED AS SOON AS POSSIBLE AFTER OCCURRENCE!**

- 8.6.2 If an employee of Lavender International USA becomes injured or ill due to a work-related injury or illness and is in need of immediate medical assistance, this will be reported to the Site Supervisor.
- 8.6.3 Failure to report minor injuries or to receive medical treatment may result in serious infections or complications to the health of the employee.
- 8.6.4 A *First Aid Station* is located at work location. Each *First Aid Station* will be stocked with basic supplies specified in the inventory on the next page. Each First Aid Station will also contain *First Aid Report* forms.
- 8.6.5 When first aid is rendered, the supervisor will note treatment on the *First Aid Report* form. In the event the employee **REFUSES** first aid and/or examination by a doctor, this will be noted in the First Aid Report.
- IMPORTANT:** *If an employee declines first aid and/or medical treatment for a reported on-the-job injury after the Site Supervisor recommends it, the employee will **NOT** be allowed to continue work. Site Supervisors will discuss each such situation with Lavender International USA Safety Coordinator or the Personnel Dept. **BEFORE** allowing the employee to return to duty.*
- 8.6.6 The Site Supervisor or someone designated by the Site Supervisor will be responsible for checking and maintaining the First Aid Station(s) at the work location. This person will take a regular inventory of supplies and make sure that the station or kit remains adequately stocked.
- 8.6.7 The following first aid supplies checklist will be used as a guide to ensure proper stocking of the station.



First Aid Supplies Checklist Example

The First Aid Station or First Aid Kit should contain:

<u>Item</u>	<u>Quantity</u>	<u>Needed</u>
Protective Rubber Gloves (Surgical Type)	2 pair	_____
Protective CPR Mask w/One-Way Valve	1 each	_____
Antiseptic Soap	1 each	_____
Absorbent gauze, 24" x 72"	1 pkg.	_____
Spool of absorbent gauze	1 spool	_____
Large adhesive bandages, 1"	1 pkg.	_____
Small adhesive bandages, 1/2"	1 pkg.	_____
Bandage compresses, 4", 1 per pkg.	1 pkg.	_____
Eye dressing	1 pkg.	_____
Bandage scissors	1 pair	_____
Tweezers	1 pair	_____
Triangular bandages, 1 per pkg.	3 pkg.	_____
Antiseptic pads, 3 per pkg.	2 pkg.	_____
Medical adhesive tape	1 roll	_____
Self-activating cool packs	2 each	_____
Burn ointment	4 pkg.	_____
Sterile eye wash, in bottle	1 each	_____
Heavy-duty sealable plastic bags	3 each	_____
Disposable splints	1 set	_____
Approved bio-hazard bags, red in color	4 each	_____
American Red Cross Pocket First Aid Guide		_____
First Aid Kit Inventory Checklist forms		_____
First Aid Report forms		_____

Date of order: _____

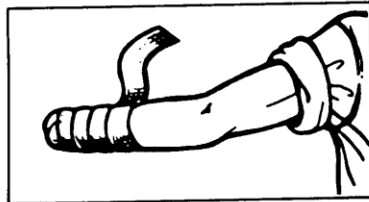
By: _____

For location: _____

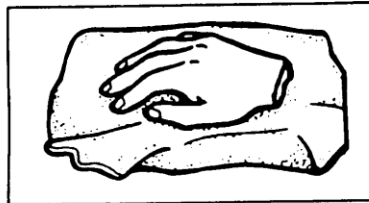


Emergency Procedure for a Severed Body Part

- Call 9-1-1 for Emergency Medical Service immediately.
- Transport the Patient and the severed part to the health care facility as quickly as possible.
- Keep the patient from eating and drinking in case he is later placed under anaesthesia.



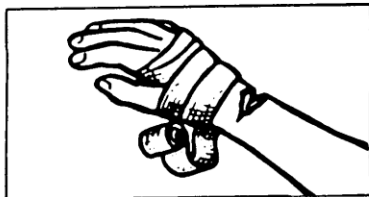
DRESSING THE REMAINING PART OF THE LIMB. Wrap the end of the limb in a compressive dressing so bleeding is stopped. Do not wrap it so tightly that blood flow is cut off to healthy tissue.



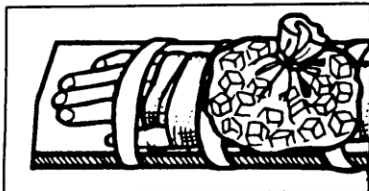
CARING FOR THE SEVERED PART. Wrap the severed part in a terry cloth towel, paper towel or piece of gauze.



PLACE THE SEVERED PART in a clean plastic bag or plastic container and seal it so that it is waterproof. Store plastic bag on ice.



WHEN A LIMB OR DIGIT IS PARTIALLY SEVERED. Wrap the injury with a compressive dressing tightly enough to stop blood flow.



SPLINT THE INJURED AREA by wrapping it securely to a piece of rigid material. Splints should only be used if you need to



9.0 **OFFICE ERGONOMICS**

9.1 **Computer/Typing Comfort**

Computer terminals are here to stay with more and more employees using them. You can prevent the minor muscle tension, stiffness, aches, fatigue and eyestrain that can result from sitting at your terminal for extended periods of time. Just follow this simple fitness and comfort program right at the terminal.

9.2 **Good Posture**

You can minimize unnecessary stress on your back by using good sitting posture - maintaining the three natural curves of your spine. You can maximize your comfort in your chair by learning a few practical posture comfort tips.

Use a lumbar support to relieve strain in your lumbar curve. You can use a lumbar roll or a towel rolled up to 4-6 inches. Place it in the small of your back.

Adjust your chair height so that your weight is shifted forward off your spine and your arms are at desk level. You may need a small wedge on your seat.

Shift your position throughout the day to keep your muscles loose and to relax away tension due to immobility. But be sure your spine stays aligned.

Keep your feet flat on the floor to help maintain good sitting posture and aid circulation in your legs. If they don't reach the floor, use a footrest.

9.3 **Comfort Exercises**

During a day of sitting in front of your computer with your arms extended to the keyboard, muscle tension and stiffness can build up in your neck, back, shoulders, hands, wrists, and even fingers. But it only takes minutes to prevent these discomforts with comfort exercises you can do at your terminal.

Warming Up helps you relax, loosens tense muscles and increases blood circulation. Deep breathing draws fresh air deep into your lungs, while reaching high stretches stiff muscles.

Deep Breathing: Inhale through your nose and exhale through your mouth, letting your stomach expand and contract. Repeat 6 times.

Reaching High: Raise your arms over your head, stretching as high as you can. Then bring your arms back down. Rest a moment. Repeat 2 times.



For The Neck: To relieve a stiff neck glide your head back, as far as it will go, keeping your head and ears level, (Doing it correctly creates a double chin). Now glide your head forward. Repeat 3 times.

For The Upper Back: To relieve shoulder and back tension raise your hands to your shoulders. Using your arms, push your shoulders back. Keep your elbows down. Hold for 15 seconds. Repeat 3 times.

For The Lower Back: To relieve lumbar pressure lower your head and slowly roll your body as far as you can toward your knees. Hold for 10 seconds. Push yourself up with your leg muscles. Repeat 3 times.

For The Shoulders: To relieve shoulder stiffness raise your arms to the sides, elbows straight. Slowly rotate your arms in small circles forward, then backward. Lower your arms, then repeat 3 times.

For The Hands and Wrists: To relieve hand and wrist tension hold your right arm out, fingers pointed up. Take your left hand and gently bend your right hand back toward the forearm. Hold 5 seconds. Repeat on the other side.

For The Fingers: To relieve hand and finger tension hold your hands out in front of you, palms down. Spread your fingers apart as far as you can. Hold for 5 seconds, then make a tight fist. Repeat 3 times.

9.4 Eye Care

Using your eyes doesn't harm them. But focusing on a computer screen for long periods can cause temporary eye discomfort. The muscles that move and focus your eyes become strained. Your eyes become dry and itchy. So take care of them: get regular eye exams to be sure your eyes are healthy and vision problems are corrected. And practice eye comfort tips to prevent everyday eye strain.

Blinking: To keep your eyes moist, prevent itching, and aid in cleaning, blink them often.

Reducing Glare: To reduce reflection and glare from your screen, reposition your terminal, tilt the screen, or modify the lighting.

Palming: To rest your eyes from the light, shape your hands into shallow cups and place them lightly over your closed eyes. Hold them there for one minute.



Refocusing: To exercise the muscles that focus your lenses, periodically look away from the computer screen and focus on an object at least 20 feet away. Repeat three times.

Eye Rolling: To exercise the muscles that move your eyes, roll your eyeballs around clockwise 3 times, then counterclockwise 3 times. Make wide circles. (See also Appendix 3 – Eyesight tests and glasses.)

9.5 Use Comfort Tips for Life

The tips you've learned for comfort at the terminal or typewriter can help you be comfortable off the job, too. Whenever you're sitting for extended periods, you can use good posture. You can take a few moments to do your comfort exercises to prevent muscle strain and stiffness. And whenever you're focusing at close range a lot, you can use your eye comfort tips to reduce eyestrain and fatigue.

9.6 Preventing Repetitive Motion Injury

Bending your wrist, raising your arm above your head, or working with your elbow at an awkward angle - each is a simple movement you use to perform your job throughout the day. But if you repeat these or other motions over and over again while you work or play, you may develop repetitive motion injuries (also called cumulative trauma disorders or CTD). It could be days, months - even years - before symptoms of pain or tingling appear in your hand or arm. But if you know how to work and play smart, symptoms may never appear. And if they do, you can take steps to prevent them from getting worse.

9.7 Your Hand and Arm at Work

9.7.1 Think of your hand and arm as one of nature's more perfect inventions. Without much upkeep, this amazing, well designed "tool" made of muscles, nerves, tendons, and bones can help you do the hundreds of different motions needed to work or play. Whether you're tossing a jacket over your shoulder, turning a doorknob, writing, or holding a cup, your hand and arm perform constantly throughout the day.

9.7.2 Certain wrist and hand movements may increase your chances of developing repetitive motion problems. But by making a few small changes, you can break the movement patterns that could otherwise set you up for injury. One way to avoid problems is to work with well-designed tools, and know how to hold and use them. Also, learn how to modify the way you use your wrist and hand to avoid harming your muscles, nerves or joints.



The Right Size. Using tools that are the right size and length for your hand keeps you from having to "adjust" by using awkward positions to hold them.

The Best Shape. Use tools that are the right shape for the job you're doing, so you don't have to use too much force on the wrong part of your hand.

The Least Vibration. Use power tools with the least amount of vibration possible. Speak with your supervisor about taking steps to reduce vibration.

Know the Right Position. How you place yourself at your work station can determine the position of your wrist and hand. To work smart, stand above the object, or sit, if necessary, to work in the right position.

Keep Your Wrist Straight. Be sure to keep your wrist straight (neutral) when you work. By avoiding bent, extended, or twisted positions for long periods of time, you keep extra pressure off your wrist and hand.

Use your Whole Hand. Use as much of your hand as possible when holding an object, so you won't have to pinch with your fingers.

Use Both Hands. To give your hands a rest, try using one hand for a while, then the other.

9.8 Work Smart with your Elbow and Shoulder

You can prevent repetitive motion injuries in your elbow and shoulder by knowing how to use and move them safely. And by knowing your "safety zone", you can avoid extreme movements and keep from straining your muscles and joints.

9.9 Safety Zone

9.9.1 You have a ready-made "safety zone" that lets you work or lift things with less chance of hurting your elbow and shoulder. To find your safety zone, stand up, then let your hands drop to your sides. Where your knuckles are is your **lower** safety limit. Your shoulder level is your **upper** safety limit. Work within this range to protect your elbow and shoulder.

9.9.2 Keep your arm close to your body, and avoid using back and forth movements with your elbow bent. Use less effort by using your entire arm to do the job. When possible, lift one item at a time. You're less likely to



strain your muscles if you limit the weight of what you lift - even if it means lifting more times.

9.10 Self-Care Tips

Sometimes, despite your efforts to prevent repetitive motion injury, symptoms appear - and resting alone may not cure the aches in your hand or arm. Here are some easy self-care tips to help you feel more comfortable.

TAKE A BREAK: One of the best ways to recover is to take time out. Give your hand or arm time to rest. Take lunch or other scheduled breaks and, when possible, vary your activities.

PAIN RELIEVERS: Take pain relievers to reduce pain and swelling. Check with your doctor before taking any medications.

ICE: Apply ice to reduce pain and swelling.

STRETCH AND RELAX: In between repetitions, give the overused parts of your hand and arm time to recover. Sometimes prevention and self-care alone do not stop repetitive motion symptoms. That's when it's time to see a doctor who specializes in occupational medicine.

- 9.11 You can prevent repetitive motion injuries by doing exercises that are designed to improve the movement of your hands and arms. Strength and endurance exercises will help you to stay healthy and be able to work comfortably for longer periods of time. Your doctor and physical therapist can help set up a daily exercise program for you.
- 9.12 Developing a general plan of action that helps you live a healthy lifestyle (both on and off the job) is another good move you can make to keep in shape. By doing simple exercises, eating well, and relaxing, you can give yourself a rest from your routine, and increase your odds of avoiding repetitive motion problems.

10.0 MANUAL LIFTING

- 10.1 Lavender International USA requires that safety planning and practices for commonplace tasks be as thorough as for operations with unusual hazards. Commonplace tasks make up the greater part of the daily activities of most employees and, not unexpectedly, offer more potential sources of accidents with injuries and property damage. Every operation or work assignment begins and ends with handling of materials.



10.2 Specific Instructions (SI):

- SI1** Before manual lifting is performed, a hazard assessment must be completed. The assessment must consider size, bulk, and weight of the object(s), if mechanical lifting equipment is required, if two-man lift is required, whether vision is obscured while carrying and the walking surface and path where the object is to be carried.
- SI2** Training shall include general principles of ergonomics, recognition of hazards and injuries, procedures for reporting hazardous conditions, and methods and procedures for early reporting of injuries. Additionally, job specific training should be given on safe lifting and work practices, hazards, and controls.
- SI3** Musculoskeletal injuries caused by improper lifting must be investigated and documented. Incorporation of investigation findings into work procedures must be accomplished to prevent future injuries.
- SI4** Where use of lifting equipment is impractical or not possible, two man lifts must be used.
- SI5** Injuries must be recorded and reported as required by 29 CFR Part 1904.
- SI6** Supervision shall periodically evaluate work areas and employees' work techniques to assess the potential for and prevention of injuries. New operations shall be evaluated to engineer out hazards before work processes are implemented.
- SI7** Manual lifting equipment such as dollies, hand trucks, lift-assist devices, jacks, carts, hoists shall be provided for employees.
- SI8** Use of provided manual lifting equipment by employees shall be enforced.

10.3 Lifting and Moving

Lifting and moving of objects must be done by mechanical devices rather than by manual effort whenever this is practical. The equipment used must be appropriate for the lifting or moving task. Lifting and moving devices must be operated only by personnel trained and authorized to operate them. Employees must not be required to lift heavy or bulky objects that overtax their physical condition or capability.



10.4 Manual Lifting Rules

Manual lifting and handling of material must be done by methods that ensure the safety of both the employee and the material. It is Lavender policy that employees whose work assignments require heavy lifting be properly trained and physically qualified, by medical examination if deemed necessary. The following are rules for manual lifting:

- Inspect the load to be lifted for sharp edges, slivers, and wet or greasy spots.
- Wear gloves when lifting or handling objects with sharp or splintered edges. These gloves must be free of oil, grease, or other agents that may cause a poor grip.
- Inspect the route over which the load is to be carried. It should be in plain view and free of obstructions or spillage that could cause tripping or slipping. (See also Appendix 2 – Spillage Policy).
- Consider the distance the load is to be carried.
- Recognize the fact your gripping power may weaken over long distances. Size up the load and make a preliminary "heft" to be sure the load is easily within your lifting capacity. If it is not, get help. If team lifting is required, personnel should be similar in size and physique.
- One person should act as leader and give the commands to lift, lower, etc. Two persons carrying a long piece of pipe or lumber should carry it on the same shoulder and walk in step.
- Shoulder pads should be used to prevent cutting shoulders and help reduce fatigue. To lift an object off the ground, the following are manual lifting steps: Make sure of good footing and set your feet about 10 to 15 inches apart. It may help to set one foot forward of the other. Assume a knee-bend or squatting position, keeping your back straight and upright.
- Get a firm grip and lift the object by straightening your knees - not your back. Carry the load close to your body (not on extended arms).
- To turn or change your position, shift your feet - don't twist your back. The steps for setting an object on the ground are the same as above, but in reverse.

10.5 Mechanical Lifting

10.5.1 Mechanical devices must be used for lifting and moving objects that are too heavy or bulky for safe manual handling by employees. Employees who have not been trained must not operate power-driven mechanical devices to lift or move objects of any weight. Heavy objects that require special handling or rigging must be



moved only by riggers or under the guidance of employees specifically trained and certified to move heavy objects.

10.5.2 Inspections

- Each mechanical lifting or moving device must be inspected periodically. Each lifting device must also be inspected before lifting a load near its rated capacity.
- Defective equipment must be repaired before it is used. The rated load capacity of lifting equipment must not be exceeded.
- Material moving equipment must be driven forward going up a ramp and driven backward going down a ramp.
- Traffic must not be allowed to pass under a raised load. The floor-loading limit must be checked before mobile lifting equipment enters an area.
- Passengers must not be carried on lifting equipment unless it is specifically equipped to carry passengers.

10.5.3 Load Path Safety

Loads moved with any material handling equipment must not pass over any personnel. The load path must be selected and controlled to eliminate the possibility of injury to employees should the material handling equipment fail.

Equipment worked on while supported by material handling equipment must have a redundant supporting system capable of supporting all loads that could be imposed by failure of the mechanical handling equipment.

A suspended load must never be left unattended but must be lowered to the working surface and the material handling equipment secured before leaving the load unattended.

11.0 BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Applicable OSHA Standards: 29 CFR 1910.1030

11.1 Purpose & Scope

11.1.1 Lavender International USA is committed to providing a safe and healthful work environment. In pursuit of this endeavor, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposures to bloodborne pathogens.



OSHA requires that all employers that can "reasonably anticipate exposure" of employees to infectious material to prepare and implement a written exposure control plan.

If provision of hand washing facilities are not feasible, then an appropriate antiseptic hand cleanser in conjunction with cloth/paper towels or antiseptic towelettes must be provided by the company.

All equipment or environmental surfaces shall be cleaned & decontaminated after contact with blood or other infectious materials.

11.1.2 This program applies to all employees who have an occupational exposure to bloodborne pathogens. The program also ensures that these employees will be trained regarding preventing and responding to bloodborne pathogens exposures prior to assignment, with training, providing personal protective equipment and other elements of implementation at no cost to the employee.

11.1.3 The basis of this Plan is to comply with the OSHA Bloodborne Pathogens Standard, Title 29 Code of Federal Regulations 1910.1030. It will provide protection for employees through the use of "*Universal Precautions*" as a major component of the Plan. Because individuals generally cannot know whether blood, body fluids or detached tissues are infected with bloodborne pathogens, *Universal Precautions* assumes that **ALL** blood and body fluids are infectious and must be treated accordingly.

11.1.4 All employees will have access to and the opportunity to review this plan at any time during their work shifts by contacting their Supervisor or the company's Safety Coordinator. Employees seeking copies of the Plan may contact the facility management. A copy of the Plan is available at no charge and within 15 days of the request. The Exposure Control Plan shall also be used as a basis for training.

Access to a copy of the exposure control plan shall be provided in a reasonable time, place, and manner.

11.2 **Employee Exposure Determination**

11.2.1 Occupational exposure to blood and body fluids is limited to our designated first aid responders as they are needed for a worksite where professional emergency medical services are not readily available within an acceptable response time.



- 11.2.2 When professional emergency medical services are readily available within an acceptable response time, company personnel are not required as part of their employment to provide first aid or CPR to another person.
- 11.2.3 Although this Exposure Control Plan includes considerations and provisions for the proper selection and use of personal protective equipment, such implementation shall be performed without consideration of whether personal protective equipment is utilized.
- 11.2.4 In the event of a first aid incident if blood or other potentially infectious materials are present, the affected first aid responder(s) is instructed to report to facility management before the end of his or her work shift.
- 11.2.5 Under circumstances in which differential between body fluids is difficult or impossible, all body fluids will be considered potentially infectious. All equipment or environmental surfaces shall be cleaned & decontaminated after contact with blood or other infectious materials.
- 11.2.6 Facility management will maintain a report that includes the name of the first aid responder, as well as the date, time and description of the incident. Facility management will ensure that any first aid responder that desires the vaccine series after an incident will receive it as soon as possible, but not later than twenty-four hours after the incident.
- 11.2.7 Facility management will train first aid providers on the specifics of the reporting procedures and all other training associated with bloodborne pathogen requirements.

11.3 **Engineering Controls and Work Practices**

- 11.3.1 Engineering controls and work practice controls will be used to prevent or minimize exposure. Hand washing facilities are available at all jobsites. Employees will wash after administering first aid. In the event that hand washing facilities are not available, disposable "one use" towelettes that utilize disinfecting and sanitizing products shall be provided and used by affected personnel until proper hand washing is possible. All equipment used or contaminated during first aid assistance will be decontaminated in a proper manner or discarded in appropriate containers.
- 11.3.2 Engineering controls and work practices shall be reviewed as needed, and at least annually, to ensure that procedures continue to be effective in preventing employee exposures.



11.4 **Personal Protective Equipment**

11.4.1 First aid responders will use personal protective equipment appropriate for administering the first aid required. The facility first aid kits contain gloves, eye protection, resuscitation bags and one-way CPR mouthpiece devices.

PPE is provided by Lavender International USA at no charge or cost to employees. PPE may include items such as latex medical-type gloves, splash goggles, face shields and body protection such as aprons, depending on the anticipated situations for providing first response in a medical emergency. PPE shall be provided in various types and sizes to facilitate ease of use. Additionally, PPE shall be replaced, decontaminated or repaired as necessary.

11.4.2 Life-threatening situations may require immediate action before personal protective equipment can be obtained – for example, beginning CPR without a one-way CPR mask, or applying direct pressure to a hemorrhaging wound or amputation. In this situation, it is always the employee's choice and at their discretion to render assistance without use of PPE until proper PPE can be obtained.

11.4.3 In such situations and when an employee chooses to render aid without proper PPE, they should take advantage of whatever barrier protection that may be immediately available. For example, regular safety glasses with side shields and standard work gloves usually will provide some level of additional barrier protection in comparison to not utilizing safety glasses and regular work gloves.

11.5 **Labeling**

Biohazard warning labels displaying the biohazard symbol will be placed on all containers for wastes, which may be contaminated with blood or body fluids, and red leak proof bags will be used as required.



BIOHAZARD SYMBOL



11.6 **Housekeeping**

- 11.6.1 If a first aid incident occurs, the first aid responders will take precautions to decontaminate work surfaces, tools and equipment. Personal protective equipment will be used during cleanup.
- 11.6.2 Mechanical means such as tongs, forceps or a brush and a dust pan will be used to pick up contaminated broken glassware. The waste will be treated as regulated waste and disposed of in closable and labeled or color-coded containers.
- 11.6.3 When storing, handling, transporting or shipping, place other regulated waste in containers that are constructed to prevent leakage. The waste will be discarded according to federal, state, and local regulations.
- 11.6.4 In the event of a first aid incident in which the first aid responders' clothes become contaminated, the following actions will be taken:
- Contaminated laundry will be handled as little as possible and with a minimum of agitation. Appropriate personal protective equipment will be worn when handling contaminated laundry.
 - Contaminated laundry will be placed in color-coded bags at its location of use, and taken by a commercial launderer. The launderer will be given the appropriate warnings.

11.7 **Training**

All designated first aid responders will receive training conducted by facility management or a qualified instructor designated by the facility. The bloodborne pathogens training program will cover, at a minimum, the following elements:

- A copy and explanation of the standard.
- Epidemiology and symptoms of bloodborne pathogens.
- Modes of transmission.
- The Exposure Control Plan and a way to obtain a copy.
- Methods to recognize exposures related to specific tasks, situations and other activities that may involve exposure to blood.
- Use and limitations of engineering controls, safe work practices, and PPE.
- PPE types, use, location, removal, handling, decontamination, disposal and basis for selection.
- Hepatitis B Vaccine offered free of charge. Training will be given prior to vaccination on its safety, effectiveness, benefits, and method of administration.



- Emergency procedures for blood and other potentially infectious materials. Exposure incident procedures post-exposure evaluation and follow-up signs and labels.

NOTE: Training for employees who are determined to be occupationally exposed to bloodborne pathogens will be conducted initially on hiring or assignment, with annual re-training (i.e. training to take place within one year of initial training).

11.8 **Hepatitis-B Virus (HBV) Vaccinations**

11.8.1 Employees who are required to provide first aid or emergency response duties or medical care on a routine basis will be offered Hepatitis-B Virus (HBV) vaccinations at company expense and with no charge or cost to the employee. Employees who transfer to a job, or if their job is reclassified to include exposure to bloodborne pathogens will be offered HBV vaccinations within 10 working days of the transfer or reclassification.

11.8.2 The choice for HBV vaccination is not mandatory. If affected employees choose not to have the vaccination at the initial offering, they will have the opportunity to be vaccinated when they are ready. Lavender International USA will document the offer, acceptance or declination, and vaccination dates using written formats as required by OSHA.

11.9 **Post Exposure Evaluation and Follow-up**

If an exposure incident occurs, contact facility management immediately. A confidential medical evaluation and follow-up will be conducted by the company's designated medical provider. The following will be performed:

- Document the routes of exposure and how exposure occurred.
- Identify and document source individual, unless infeasible or prohibited by state or local law.
- Obtain consent and test source individual's blood, document the source's blood test results.
- If the source individual is known to be infected, testing need not be repeated.
- Provide the exposed employee with the source individual's test results, and if information about applicable disclosure laws and regulations concerning the source identity and infectious status.
- After obtaining consent, collect exposed employee's blood as soon as feasible after the exposure incident and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood



sample for at least 90 days.

11.10 **Post Exposure Evaluation**

The circumstances of exposure incidents will be reviewed to determine if procedures, protocols and/or training need to be revised.

11.11 **Health Care Professional**

Health care professionals responsible for employee's HB vaccination, post-exposure evaluation and follow-up will be given a copy of the OSHA Bloodborne Standard. The health care professional evaluating an employee after an exposure incident will also receive the following:

- A description of the employee's job duties relevant to the exposure incident.
- Route(s) of exposure.
- Circumstances of exposure.
- If possible, a result of the source individual's blood test.
- Relevant employee medical records, including vaccination status.

11.12 **Health Care Professional's Written Opinion**

11.12.1 The designated Health Care Professional will provide the employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation. The written opinion for post-exposure evaluation and follow-up will be limited to whether or not the employee has been informed of the results of the medical evaluation and any medical conditions which may require further evaluation and treatment for HB vaccinations.

11.12.2 The opinion will be limited to whether the employee required or received the vaccine. All other diagnoses must remain confidential and not be included in the written report.

11.13 **Recordkeeping**

Medical Records:

Medical records are maintained for each employee with exposure in accordance with 29FCR-1910.20. In addition to the requirements of 29 CFR 1910. 20, the medical record will include:

- The name, social security number, job designation of employee.



- Date(s) of bloodborne pathogens training, written acknowledgement of training and a record of the training curriculum utilized and the job assignment(s) or classifications of the personnel so trained.
- A copy of the employee's Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
- A copy of all results of examinations, medical testing, and follow-up procedures as required.
- A copy of all health care professional written opinion(s) as required by the standard.
- Employee medical records will be kept confidential and will not be disclosed or reported without the employee's express written consent except as required by OSHA or other law. Employee medical records shall be maintained for at least the duration of employment and, in the case of records regarding bloodborne pathogens program compliance, at least an additional 30 years.
- Employee medical records shall be provided (within 15 working days) upon written request of the employee or to anyone having written consent of the employee.

Training Records:

Bloodborne pathogen training records will be maintained by facility management at Lavender International USA's office. Each record will give an accurate report of training for:

- Individual employees who are determined to have an occupational exposure to bloodborne pathogens.
- Each training record will include the date of training, curriculum, the instructor's name, and the names and job assignments or titles of the individuals trained. These records will be maintained for three years from the date of training.

Transfer of Records:

If Lavender International ceases to do business and there is not a successive employer, the employer shall notify the Director of the National Institute for Occupational Safety and Health (NIOSH) at least three months prior to scheduled records disposal, and prepare to transmit them to the Director.

**11.14 Supplemental Information**

Designated First Aid Providers:	TJ Armitt, D Miller
Designated Health Care Professional:	Pasadena- Neighbors Emergency Center 7215 Fairmont Parkway Pasadena, TX 77505 281.487.0339
Location of Training Records:	Held by Business Manager

12.0 DISPOSAL OF HAZARDOUS SUBSTANCES

12.1 Through our Risk Assessment Review we consider the following substances are dealt with under this section.

12.1.1 Aerosols

All aerosols are emptied then put into the recycling bin and taken to the local recycling centre.



APPENDIX 1

EMERGENCY ACTION PLAN

Purpose

The OSHA Emergency Action Plan Standard, outlined in Title 29, Code of Federal Regulations 1910.38(a), requires Lavender International USA to have a written Emergency Action Plan (EAP). This Plan applies to all operations at Lavender where employees may encounter an emergency situation.

- *The EAP communicates to employees the policies and procedures to follow in emergencies. This Plan is available, upon request, to employees, their designated representatives and any OSHA officials.*
- *Reviewing the emergency action plan with employees, When employee is hired, responsibilities under the plan is changed, when the plan is changed*
- *The emergency action plan shall be in writing, kept in the workplace, and available to employees for review.*
- *The alarm system shall be distinctive and recognizable (verbal) as a signal to evacuate the work area or perform actions designated under the emergency action plan.*

Employee Rights

All employees, or their designated representatives, can obtain further information on this Plan or the OSHA Emergency Action Plan standard from the Safety Officer at our main office. Under this Plan, employees will be informed of the Plan's purpose, emergency escape procedures and route assignments, procedures to account for all employees after emergency evacuation has been completed, rescue and medical duties for those employees who perform them, preferred means of reporting fires and other emergencies, types of evacuations to be used in various emergency situations and the alarm system.

If, after reading this Plan, an employee finds that improvements can be made, please contact the Safety Officer. Lavender encourages all suggestions because we are committed to the success of our Emergency Action Plan. Lavender International USA strives for clear understanding, safe work practices and involvement in this Plan from all employees.

Emergency Procedures

Lavender International USA's emergency escape procedures and assignments are designed to respond to many potential emergencies including:

- Fires
- Natural disasters
- Floods



Tornadoes

Lavender International USA does not have any processes which must be shut down in stages or steps where certain employees must be present to assure that safe shut down procedures are completed.

A head count will be conducted by the Supervisor once evacuation has been completed. All personnel are made aware of employees with disabilities who may need extra assistance, such as using the buddy system, and of hazardous areas to be avoided during emergencies. Before leaving, a designated employee(s) checks rooms and other enclosed spaces in the workplace for employees who may be trapped or otherwise unable to evacuate the area.

Once the evacuated group of personnel has reached their evacuation destination, the Supervisor(s) must do the following:

- Conduct a head count.
- Report to a Muster area
- Make sure all personnel are accounted for

Rescue and Medical Duty Assignments

When a medical emergency arises, call the local emergency number for an ambulance.

Rescue and medical aid may be necessary during emergency situations. Circumstances calling for rescue and/or medical aid include:

Rescue and/or medical aid will be performed whenever necessary and will be performed according to the training provided by Lavender International USA. If the need for rescue and/or medical aid occurs while on a customer's premises, the customer's Emergency Action Plan shall be followed.

Designated first aid responders are to provide medical assistance, within their capabilities, to employees who require it during an emergency situation. Designated first aid responders are listed in section 11.14 of this document.

Employees will be trained in First Aid and CPR by a person who has valid certification as a trainer for these procedures. Such certification is considered valid if it is from the American Red Cross or an equivalent entity.

Professional emergency services agencies responding in an emergency situation will, upon their arrival, help with and direct all rescue and medical duty assignments.

**First Aid Kits and Supplies**

All first aid supplies will be easily accessible and will be stored in containers with individually sealed packages of each type of item. First aid items may be ordered through The Safety Officer or designee.

In The Event of a Fire

When a fire is detected on Lavender International USA's premises, the employee detecting the fire shall go to the nearest telephone and call the Fire Department. Employees will perform assigned duties and will meet the responding Fire Department personnel to provide them information needed to put out the fire. Under no circumstances will employees perform any activities for which they have not been trained.

In The Event of Severe Weather - Tornado

Tornado Watch - conditions are favorable for the formation of a tornado.

Tornado Warning - tornadoes have been sighted or indicated on radar.

In the event of a Tornado Watch, the following steps shall be taken:

Notify other employees that a Tornado Watch has been issued. Employees may be notified via word-of-mouth. Ensure that all employees receive notification of the Tornado Watch.

Tune into a local radio station for updated weather information.

If a tornado is sighted, sound the alarm and notify all employees that a tornado has been sighted.

Safety and Compliance Officer Responsibilities

The Safety Officer is responsible for the following activities:

Immediately notifying the local Fire or Police Departments in the event of an emergency

affecting Lavender International USA's premises.

Distributing procedures for reporting a fire, or other emergency to each employee. In addition, these procedures will identify the location of all fire exits and evacuation routes.

Conducting drills to acquaint employees with emergency procedures and to assess the effectiveness of each plan.

If evacuation is deemed necessary, The Safety Officer ensures that:

All employees are notified and a head count is taken to confirm complete evacuation of all employees.



APPENDIX 2

SPILLAGE POLICY

If a member of the Lavender International staff discovers a spillage, there must be a quick risk assessment as to the nature of spillage, either chemical or organic (non-chemical).

Spillages in most technical areas, toilets and the corridor downstairs in Unit 7 are likely to be of a chemical nature or hazardous to health, such as oil, solvent and cleaning products. It is imperative that these spillages need to be dealt with in the correct manner (Data sheets for most chemicals used are kept with the Quality Manager or in relevant areas). It is highly likely that the spillages found upstairs in Unit 7, in any kitchen facility and in any areas where drinks are dispensed will be of organic nature and non-hazardous such as water, tea, coffee etc.

The following is a recommended approach to dealing with spillages located on any Lavender International premises.

1. Firstly assess the location and type of spillage and immediately try to prevent any individuals, students and staff, from slipping or being harmed, by placing the "Caution Wet Floor" sign in area of the particular spillages. The wet floor signs are located in each unit stored in the cleaning facilities area. All members of staff must familiarize themselves with the whereabouts of the cleaning facilities.
2. Once the spillage has been assessed to ascertain its probable contents, either as chemical or organic the lavender employee may use the following techniques to remove the spillage.
 - Chemical Spillages: If the spillage is deemed chemical or oil based then care must be taken to remove the spillage. PPE must be worn and the area affected must be assessed if the spillage is to be removed by applying any other chemical to the area. If solvents are to be used to remove the spillage be aware that the area must be well ventilated and that applying solvent may affect painted and other surfaces.
 - Organic Spillages: Clean with water and dry with wipes or paper towels. Mop and buckets may also be used if necessary. Either process must completely remove the spillage and leave the affected area dry.
3. All wipes and cleaning waste used to remove the spillage must be disposed of in the correct refuse container to prevent further hazards.
4. The spillage must be completely removed and the affected area must be completely dry and free of any substances before the removal of the wet floor sign.



APPENDIX 3

EYESIGHT TESTS AND GLASSES

All staff identified by this regulation will be entitled to have a sight test funded by Lavender International. It is expected that a sight test would be required every two years.

Any member of staff identified by their optician as requiring glasses for the sole purpose of using a VDU will be able to claim \$190 towards a pair of glasses, from Lavender International. Staff members are responsible for arranging their own sight tests.