

Accident Prevention Program

SAFETY4P 2010

Element 1 - Safety Orientation: Each employee will be given a safety orientation by Leon van der Krogt when first hired. The orientation will cover the following items:

1. **A description of the accident prevention program:**
 - We have a formal written accident prevention program as described in VCA regulations 94M/011254/WAL.
 - It consists of this safety orientation and a safety committee that is described in Part 2 below.
 - We also have basic safety rules that all employees must follow. They are:
 - Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
 - Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
 - Never operate a piece of equipment unless you have been trained and are authorized.
 - Use your personal protective equipment whenever it is required.
 - Obey all safety warning signs.
 - Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
 - Do not bring firearms or explosives onto company property.
 - Smoking is only permitted outside the building away from any entry or ventilation intake.
 - Horseplay, running and fighting are prohibited
 - Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.
 - It is absolutely forbidden to those not directly to the company or related persons to access the workplace or the vicinity thereof.
2. **How and when to report injuries. Where first aid facilities are located.**
 - If you are injured or become ill on the job, report this to Ella de Ruiter.
 - There is a first aid kit located in every company car has a first aid box and at each entrance and exit of the company you will find an extensive first aid drum and a defibrillator.
 - We require all supervisors to have first-aid and defibrillator training.
 - We have also posted emergency phone numbers .
3. **How to report unsafe conditions and practices.**

- If you see something that is unsafe or someone working unsafely, immediately report it to Leon van der Krogt our safety coordinator and complete the incident form as known by MBP-112 alert form and hand it personally to Mr. Leon van der Krogt.
4. **What to do in an emergency including how to exit the workplace.**
- An evacuation map for the building is posted at every entrance and exit of the company and at each entrance of each office. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside.

Fire Emergency

- You will be trained on how to use a fire extinguisher as part of your orientation if that is part of your employer's fire emergency action plan.
- If you discover a fire: Tell another person immediately. Call or have them call 112 external and a supervisor on the internal number 911.
 - If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher (only if you have been trained on how to use fire extinguishers and if you are following your employer's fire emergency action plan).
 - If the fire grows or there is thick smoke, do not continue to fight the fire.
 - Tell other employees in the area to evacuate.
 - Go to the designated assembly point outside the building.

Earthquake Emergency

- During an earthquake or heavy storm:

If you are inside a building:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- When the shaking stops, supervisors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- Supervisors must account for each employee in their work group as quickly as possible.
- First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If a gas odor is in the building, **(SWITCH NEVER ELECTRICAL DEVICES ON OR OFF AND / OR LIGHTS SWITCHES ON OR OFF)** tell a supervisor to turn off the gas at the main. Open windows. All supervisors are trained in the gas shut off procedure and follow all instructions of our security, welfare, health and environment expert, Mr Leon Ransdorp.
 - Supervisors and first aid employees must not re-enter the building once evacuation is complete.
 - Do not approach or touch downed power lines or objects touched by downed power lines.
 - Do not use the phone except for emergency use.
 - Turn on a radio and listen for public safety instructions.
- If you are outside: Stand away from buildings, trees, telephone and electric lines.
- If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay always in the vehicle.

5. **Identification of hazardous chemicals used at this location.**
 - Safe use and emergency actions to take following an accidental exposure.
 - We use several chemicals, including solvents and cleaners. You will receive a separate orientation as part of our chemical hazard communication program on the hazards of these chemicals before you work with them or work in an area where they are used.

6. **Use and care of required personal protective equipment (PPE).**
 - Some tasks in our company require an employee to wear PPE to protect against injury.
 - You will be instructed by Mr. Stephan Tulen using the manufacturer's instructions that are attached to this program how to use and care for these PPE.

7. **On-the-job training about what you need to know to perform the job safely.**
 - Before you are first assigned a task, Mr. Stephan Tulen will show you what to do along with safety instructions and required PPE.
 - We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task.
 - Do not use equipment or attempt to do any of these tasks until you have received the required training and PPE.

Element 2 - Safety Committee

Our Safety Committee will consist of Mr. Stephan Tulen, Mr. Leon Ransdorp and Mr. Leon van der Krogt.

- Employees will elect from among themselves a representative to be on the committee.
- The safety committee members will elect a chairperson.
- The regularly scheduled meeting is every first Monday of each month. This may be changed by vote of the committee.
- A committee member will be designated each month to keep minutes.

Employee Safety Meetings

They are typically held employee meetings held on every first Thursday of each month.

- All employees are required to attend.
- The leader of the meeting will designate a person to document attendance and the topics discussed.