

POLICY NAME: Employee Safety Program - Pandemic
Effective Date: May 1, 2020
Amended Date: June 29, 2020

Purpose

The purpose of the Golden Bridges, Inc. Employee Safety Program is to strive to provide employees of Golden Bridges, Inc. a workplace environment free of unacceptable health or safety hazards and to monitor employee practices proactively through risk assessments and to help reduce the likelihood of work related accidents, injuries and illnesses.

The addendum policy "Pandemic" covered employee and client safety during a viral outbreak.

Policy & Procedure Statement

Providing a safe work environment is a high priority of all Golden Bridges, Inc. entities. The primary goal of the Employee Safety Program is to maintain a high level of safety and promote responsible work behaviors. The commitment of management and all employees is critical to the success of this Program. Strict adherence to and cooperation with the Program's guidelines and procedures are essential and expected.

When the local County Health Department has declared an outbreak of a communicable viral disease, the employees of Golden Bridges will follow local and state guidelines for minimizing the spread of such disease. This includes the use of Personal Protective Equipment (PPE) and such sanitizing practices as may be subscribed by the Health Department.

IMPORTANT: Because safety is important, violations of this Program may result in disciplinary action up to and including dismissal.

Program Responsibility

All employees of GOLDEN BRIDGES, INC. share in the responsibility of promoting and following the Employee Safety Program and are expected to help prevent losses and injuries by performing his/her job in a safe manner. Safe practices demand that employees know their duties, possess appropriate knowledge and skill of equipment, and cease any work assignment that places the employee in immediate and emergent danger and to immediately bring such situation or any other observed hazards and near misses, to the attention of his/her supervisor. To help with the effectiveness of this Program, employees are to comply with all GOLDEN BRIDGES, INC. safety related policies and procedures, occupational health, safety and environmental laws and regulations, and follow specific responsibilities that are outlined as follows:

A. EMPLOYEE RESPONSIBILITY

All employees of the Golden Bridges, Inc. are to abide by the following responsibilities:

1. Read, understand and comply with all of the requirements contained in this Program and be knowledgeable of the GOLDEN BRIDGES, INC. Safety Manuals and ongoing safety programs.
2. When required, participate in company-sponsored activities or programs designed to improve safety. It is important for employees to maintain a positive attitude when participating in safety training programs and strive to promote a healthy and safe environment for themselves and their co-workers. All employees are required to cooperate during any inspection/review/assessment and follow any corrective actions identified.

3. If applicable, maintain any job related licenses/certifications and adhere to any restrictions. s

4. Maintain safety awareness of the work environment, including performing a safety check of any equipment used, and when a potentially hazardous condition is noticed, or a near miss occurred, immediately notify their Team Lead and/or an owner of Golden Bridges of the area in question.

5. If an unsafe practice is observed, immediately bring it to the attention of the employee working unsafely. To help ensure ongoing safety, report the situation to the employee's supervisor or team lead.

6. Every employee has the right to stop or refuse to begin a work assignment if he/she believes that an unacceptable safety concern exists. Immediately contact the team lead to inform him/her of the safety concerns. If a remedy implemented does not correct the reported safety concern, the employee is to report the safety concern to the supervisor.

7. Follow all safety regulations, including but not limited to the following:

a. Obey all applicable policies, local, state and federal laws and regulations as they relate to GOLDEN BRIDGES, INC. business operations, including OSHA.

b. Work in a safe and conscientious manner at ALL times. Avoid distractions. Do not work if impaired, such as impairment from alcohol, drugs (including medications or non-prescription products) and other conditions that could impact safe performances (e.g. fatigue, medical condition, and emotional state).

c. During outbreaks of communicable illness declared by the local

Health Department, the use of recommended Personal Protective Equipment (PPE)) including facemasks and/or face shields, gloves, hair coverings, haz-mat suits or other PPE will be required by employees when:

1. Working in spaces that do not allow for social distance of at least six feet between employees;
2. Working in a home where the client is present;
3. Working in a home where the client is immunocompromised whether or not the client is present;
4. Attending training sessions or staff meetings in a space where social distance of at least six feet is not possible.

8. Immediately report to your Team Lead and Owner of Golden Bridges:

a. Any and all accidents/injuries for which the employee is involved in while on GOLDEN BRIDGES, INC. duty, even if the incident resulted in only a minor, if any injury. Fill out the GOLDEN BRIDGES, INC. Incident report prior to the end of employee's shift. All incidents need to be investigated to help prevent another, potentially more serious incident, from occurring.

b. Any change in any license, including suspension, revocation or restrictions.

c. Any illness, injury, physical/mental condition, or use of medication that may impair or affect your ability to safely perform your job duties.

9. Failing to adhere to any requirements set forth in this Program and/or choosing to participate in unsafe practices, may be considered a violation of corporate policy and appropriate disciplinary action, up to and including termination, could apply.

B. TEAM LEAD RESPONSIBILITY

Team Lead responsibilities include:

1. Implement the Employee Safety Program and ensure accountability for performing and complying with all Program requirements by setting a good example for their employees. Be a role model by demonstrating safe practices always.

1A. During declared pandemic outbreak in the geographic location in which the team is working, the Team Lead will be responsible for taking temperature and symptom checks of all staff prior to beginning the work day. If a team member has symptoms or a temperature greater than 100 degrees, they will be sent home, and will not be permitted to return to work until their temperature has returned to normal and there are no symptoms of the pandemic disease.

2. Understand and accept they are responsible for the safety of all employees under their supervision. Ensure that his/her employees are trained and qualified on all equipment they will be using, and fully understand and follow safety rules, procedures and policies.

3. Be knowledgeable of the information contained in this Safety Program, GOLDEN BRIDGES, INC. Safety Manual(s), applicable policies, laws and regulations and review the Employee Safety Program and safety policies and procedures with each new employee and any changes which may affect them.

4. Ensure Owner of Golden Bridges are notified of any employee related injury/incident/illness and that proper follow-up procedures are followed. Complete the Team Lead section on the Employee Incident Report Form by the end of the next business day. Assist in the investigation/review of any work-related accident/injury/illness or near miss and accommodate employees who have medical restrictions as a result of a work-related injury/illness.

5. Report to Owner of Golden Bridges any employee safety-reported issues brought to his/her attention.

6. Be responsible for taking appropriate action to manage an employee who engages in unsafe practices, including providing coaching, counseling, remedial education, participation in a safety training program, up to and including further disciplinary action. Document and take appropriate action with employees who violate GOLDEN BRIDGES, INC. Employee Safety Program of other safety policies.

7. Follow all other rules, regulations, and laws applicable to GOLDEN BRIDGES, INC. business operations.

8. Observe their work environment and provide necessary recommendations and determine ways to prevent future accidents and at risk behaviors.

9. Help minimize losses and expenses by achieving a high degree of safety and efficiency and assist with the overall corporate goal of promoting and providing a safe work environment. Place safety first by helping to provide a safe place to work, ensuring safe equipment and tools are available and appropriate resources are available to promote continuous safe practices.

10. Approve expenditures, or bring to the attention of Administration, items needed to correct safety hazards, provide improvements to the protection of employee safety, and to assure overall compliance with the GOLDEN BRIDGES, INC. Employee Safety Program.

11. Notify Owner of Golden Bridges of any suspected fraudulent work injury/illness claims.

12. Exercise care in the selection and retention of competent and safety conscientious employees for their departments, and

consider an employee's accident record, employee skills and attitude toward safety when evaluating that employee for a merit increase and/or any other award or incentive program .

13. Provide positive reinforcement to those employees who engage in safe practices and to promote our safety culture.

C. Owners of Golden Bridges RESPONSIBILITY

1. Owners of Golden Bridges shall be responsible for complying with all applicable federal, state or local laws regulating the release and use of consumer reports, motor vehicle records, criminal history, etc.

2. Oversee and maintain the Hiring Criteria\Standards (which includes proper screening of employees, obtaining signed Authorization forms, requesting appropriate records, etc.).

3. Ensure proper corrective action is identified and taken when necessary.

4. Provide guidance and support to any Team Lead or Supervisor with respect to any disciplinary actions.

5. Follow all responsibilities outlined in Section B above.

D. EDUCATION/TRAINING REQUIREMENTS FOR EMPLOYEES

GOLDEN BRIDGES, INC. recognizes the importance of maintaining a consistent high awareness of employee safety and supports maintaining an ongoing safety training program . All employees are required to participate in assigned safety training and pursue ongoing education. Upon hire and through company

meetings, employees shall be educated and trained on various safety related topics updates, policies and general health and safety matters. Directors or Administrative designee(s) will determine which sessions are mandatory. It is an important part of the GOLDEN BRIDGES, INC. Employee Safety Program to keep everyone informed of injuries, accidents, near misses and changes in GOLDEN BRIDGES, INC. policies and practices; therefore, the appropriate information will be disseminated as needed on a regular basis.

E. HAZARD RECOGNITION/EVALUATION/PREVENTION

Hazard recognition, evaluation and prevention are important components of the GOLDEN BRIDGES, INC. Employee Safety Program. Provisions for identifying and preventing hazards are systematic and if not, hazards and potential hazards may be missed, thereby increasing the chance of injury/illness/incidents. General workplace hazards include such conditions as tripping/fall hazards, poor lighting, etc. while specific job hazards may relate to the specific conditions of a job or to the inherent hazardousness of an operation required in the job.

1. Worksite analysis and safety inspection:

a. It is important to identify not only existing hazards, but conditions and operations in which changes might occur to create hazards. Ongoing effective management and analysis of the worksite helps to identify anticipate and prevent harmful occurrences. Where possible, it is best to prevent hazards through effective design. Where it is not feasible to eliminate them, they should be controlled to prevent unsafe or unhealthy exposure.

b. Safety inspections should occur in order to identify and correct any unsafe condition/practice before a loss occurs. Entity specific assessment checklists should be used as a tool to help identify conditions, to encourage all employees to be observant and safety

minded, and to report any and all unsafe conditions and practices.

2. The goals of safety inspections include:

a. Increase awareness of the Employee Safety Program and its purpose

b. Improved attitude toward safety and health.

c. Better and safe work environment.

d. Improved efficiency.

e. Reduce injury, illness and accident frequency and severity.

F. ACCIDENT/INJURY/ILLNESS REPORTING PROCEDURES

After an accident or work related illness, it is important to mitigate any additional losses and damages and to gather all factual information as soon as possible. The causative factors that lead to the loss may help identify preventive or corrective actions needed.

In the event of an occurrence, take the following actions:

1. In an emergency, stop what you are doing and assess the situation first before acting. If someone has been injured, identify what caused the injury BEFORE rushing in for assistance, so that your safety is not compromised.

2. After assessing the situation, assist with getting the injured or ill employee treatment. If you yourself are injured, seek treatment.

3. Employees injured can be seen in the Emergency Department or by their physician.

4. When an employee incurs a work-related injury or occupational

disease, he/she must notify their immediate supervisor or as soon as possible so that he/she does not jeopardize any rights they may have to workers' compensation benefits.

5. The Employee Incident Report form must be completed prior to the end of employee's shift and submitted to the Team Lead, who in turn completes his/her section of the form and sends it to the Owners of Golden Bridges or designee within two working days after an occurrence. The Team Lead should keep a copy of the completed paperwork.

Note: To be covered, an occupational injury must arise out of and in the course of employment and must take place while the employee is working for GOLDEN BRIDGES, INC.. An occupational disease usually is one that develops over time. Medical evidence must show that the disease was caused by the duties of the job and that it did not result from conditions or activities to which the employee was exposed outside of their job.

6. All employees experiencing on the job injuries are required to submit to a substance screening. All employees directly involved in accidental mishaps by their actions or lack of actions, including any on duty vehicle accidents are required to submit to a substance screening as soon as practical. Refusal to submit to a post-accident substance screening will be cause for disciplinary action, up to and including termination.

7. The incident/accident will be reviewed and a decision will be made as to whether additional investigation/action is needed. REMEMBER, achieving safety is both an individual effort and a team effort. Any time an employee is injured, the employee and GOLDEN BRIDGES, INC. suffers.