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Workplace Health and Safety Company Policy

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A. Introduction

Pierce Distribution Services Company (Pierce) recognizes the significance of safeguarding the health and safety of our valued employees, cherished guests, and the vibrant community we serve. This Workplace Health and Safety Company Policy serves as a compass guiding us toward a workplace that embodies care, responsibility, and diligence.

B. Policy Statement

Our unwavering commitment to health and safety drives us to set forth the following principles:

- **Compliance:** We meticulously adhere to all relevant health and safety regulations, ensuring that our workplace remains a secure haven for all.
- **Hazard Mitigation:** By identifying and reducing potential hazards, we foster an environment where accidents and injuries are minimized.
- **Shared Responsibility:** Every individual at Pierce plays an integral role in maintaining their well-being and the well-being of others.
- **Continuous Evolution:** We pledge to refine and strengthen our health and safety programs, ensuring that our practices remain current and effective.

C. Responsibilities

Each member of our organization is entrusted with specific responsibilities to ensure a collective commitment to health and safety:

- **Management:** Our esteemed management team not only allocates the necessary resources but also acts as role models by prioritizing and embodying health and safety practices.

- **Supervisors:** In addition to supervising their teams, supervisors are entrusted with the duty of ensuring that their team members are well-equipped, well-trained, and well-informed regarding health and safety protocols.
- **Employees:** We believe that a culture of safety flourishes when every employee conscientiously follows health and safety protocols, promptly reports hazards, and takes part in training initiatives to bolster awareness.

D. Health and Safety Procedures

Our dedication to health and safety is fortified by a series of procedures that uphold the well-being of all:

- **Hazard Identification and Control:** Our commitment to health and safety is embodied by a meticulous process of hazard identification and control. Through systematic assessments, we diligently scrutinize our environment to unveil potential risks that could compromise the well-being of our workforce and patrons. These insights become the bedrock for our proactive strategies aimed at mitigating risks and preserving a secure and productive workplace. By consistently assessing and addressing potential hazards, we cultivate an environment where preventative measures flourish, preempting accidents and fostering a culture of collective safety awareness.
- **Personal Protective Equipment (PPE):** At the heart of our health and safety protocols lies the recognition of the transformative impact of personal protective equipment (PPE). We take pride in providing our employees with suitable PPE tailored to their roles, ensuring that they are safeguarded against potential hazards. It is not merely about the provision of equipment; it's about ensuring that our employees are well-versed in the proper usage, care, and maintenance of their PPE. By educating them on how to correctly employ and upkeep these protective measures, we empower them to be proactive stewards of their own safety, fostering a workplace culture where well-being is a shared responsibility.
- **Equipment Maintenance:** Our unwavering commitment to health and safety extends to the meticulous care of our equipment and machinery. We understand that the well-being of our employees and the integrity of our operations hinge on the functionality of these tools. Regular inspections, maintenance routines, and timely repairs are the

cornerstones of our approach. By consistently tending to our equipment, we ensure that they operate at optimal levels, minimizing the possibility of malfunctions that could lead to accidents or disruptions. Our rigorous dedication to equipment maintenance reflects our steadfast commitment to providing a secure environment where potential risks are effectively managed and eliminated.

E. Training and Education

● Initial Training

The empowerment and preparedness of our workforce are central to our ethos, and this is embodied in our approach to training and education. As new team members join our ranks, they undergo comprehensive health and safety orientation designed to immerse them in our practices from the outset. This immersive introduction not only acquaints them with our policies and procedures but also instills a foundational understanding of the significance of health and safety in our workplace. By equipping them with this knowledge from the very beginning, we set the stage for a culture where safety is woven into the fabric of everyday operations.

● Ongoing Training

Our commitment to empowerment extends far beyond the initial stages of employment. We recognize that a thriving culture of safety necessitates ongoing learning. Regular workshops and training sessions are thoughtfully curated to delve deeper into the intricacies of health and safety procedures. These sessions not only reinforce the fundamental principles but also serve as a platform to address emerging challenges, evolving regulations, and best practices. By fostering an environment of continuous learning, we ensure that our team remains at the forefront of health and safety awareness, equipped to navigate the dynamic landscape of our industry with confidence.

F. Incident Reporting and Investigation

In the event of an incident, we vow to act swiftly and decisively, prioritizing support and prevention:

- **Reporting**

In the event of any incident, our pledge is to respond swiftly and resolutely, placing the well-being of all involved at the forefront. Timely reporting, irrespective of the incident's magnitude, serves as the cornerstone of our approach. By promptly communicating any incident, employees contribute to our collective vigilance and ensure that immediate action can be taken. This proactive sharing of information empowers us to address the situation head-on, reinforcing our commitment to the safety and security of our team, guests, and environment.

- **Investigation**

Beyond reporting, our commitment extends to conducting meticulous investigations into incidents. With an unwavering dedication to understanding the root causes, our process delves deep into the factors that contributed to the incident. This thorough examination not only sheds light on the immediate causes but also unravels underlying factors. The insights gained from these investigations serve as a compass guiding our strategies for bolstering safety measures. By addressing the root causes, we create a robust framework that not only prevents similar incidents but elevates our overall approach to health and safety.

G. Emergency Preparedness:

- **Emergency Plans:** Our steadfast commitment to preparedness equips us to confront emergencies with unwavering confidence. Comprehensive emergency plans serve as blueprints for responding effectively to a range of scenarios, encompassing fire outbreaks, medical emergencies, natural disasters, and beyond. These plans detail step-by-step procedures, allocation of responsibilities, and communication protocols. By meticulously anticipating and planning for various contingencies, we ensure that our team is equipped with the knowledge and tools to navigate crises with precision and care.
- **Evacuation Drills:** Preparedness is elevated through regular evacuation drills that transform theory into practice. By simulating emergency scenarios, we offer our employees the opportunity to put their training into action. These drills serve a dual purpose: they fortify their

understanding of emergency protocols and enhance their ability to respond under pressure. With every evacuation drill, our team's confidence and competence grow, reinforcing our readiness to navigate unforeseen challenges.

H. Continuous Improvement

- **Regular Reviews**

Our commitment to health and safety is underscored by a relentless pursuit of improvement. Regular reviews of our health and safety policies and practices provide the foundation for this ongoing evolution. Through periodic assessments, we meticulously examine our protocols, identify areas for enhancement, and adapt to emerging challenges. This proactive approach not only keeps us ahead of potential risks but also enables us to maintain compliance with evolving regulations, ensuring that our commitment to well-being remains unwavering.

- **Feedback Culture**

A culture of continuous improvement is nurtured through the open exchange of insights and ideas. By inviting feedback from our employees, we tap into a wellspring of firsthand experiences and perspectives. This feedback culture allows us to harness valuable insights that might otherwise go unnoticed. With every suggestion and observation, we strengthen our health and safety practices, fostering an environment where every team member contributes to the collective well-being.

I. Appendices

- **Safety Data Sheets (SDS):** These sheets offer comprehensive details regarding hazardous substances used within our establishment, ensuring that they are handled with care and caution.
- **Emergency Contact Information:** Quick access to relevant contacts in the case of emergencies expedites our response to unforeseen events.

- **Training Records:** Detailed documentation of employee training and certifications attests to our commitment to maintaining a skilled and informed workforce.

Pierce's dedication to workplace health and safety transcends policy; it's a foundation upon which our company is built. This document stands as a testament to our devotion to the well-being of those we employ.