

## PROCUREMENT SERVICES CONSULTING, INC. (PSC-Worldwide)

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PSC GENERAL TRAINING DOCUMENT  
Health, Safety and Awareness (Employees and  
Contractors)

**NO: GTD-101 REV. 02** – PSC HEALTH, SAFETY  
and ENVIRONMENTAL AWARENESS GUIDE

REV. 02 / 6-8-2017 UPDATE

## PSC WORLDWIDE

### HEALTH, SAFETY and ENVIRONMENTAL AWARENESS GUIDE

**UNCONTROLLED**  
WHEN REPRODUCED

#### Introduction:

PSC is concerned with the well being and safety of each of its employees and subcontractors, and is dedicated to promoting a safe work environment, healthy practices and environmental awareness throughout the organization. Our company objective is to educate the individual in the identification of safe and at-risk behaviors, as well as to foster environmental awareness and develop strategies to reduce or eliminate potential injuries.

This guide is a key part of the PSC Core Safety Initiative, which consists of the following core components:

- 1) Clearly defined Health and Safety Awareness Practices
- 2) Staff/Subcontractor Safety Training and Certification
- 3) External Job Safety Analysis Review
- 4) Supervisory Support and Intervention Procedures

This guide is intended to communicate the company's strategic safety policies, and to be a primary educational resource for the safety and well-being of all employees, subcontractors, and organizations engaging with PSC Worldwide both internally and externally.

Safety is a team effort which requires ongoing education, training and review. This guide serves as a primary safety requirement for review and acknowledgement by all PSC Personnel, and is updated and made available via hardcopy and online at [www.pscinspection.com/Safety](http://www.pscinspection.com/Safety).

## 1.0 Orientation to Safety in Office and Manufacturing Facilities

No single training program or guide can cover every hazard that may exist at an office or manufacturing facility. You should always evaluate the potential hazards of any task and operation associated with your visit, as well as clearly understand the safety procedures of the facility you are visiting. You can do this by asking yourself four important questions **prior to entering a facility:**

- Have I read and understood the safety requirements of the facility I am visiting?
- Have I identified what could possibly happen to me while in this facility?
- What can I do to protect myself from possible injury?
- Do I have the proper protective equipment required?

By always being aware of the potential hazards surrounding you, you can take steps to help protect yourself from harm, exposure or personal injury. People who are familiar with the hazards that are present in a manufacturing facility have a greater chance of avoiding injury. Many facilities require safety orientations for visitors. These are designed to educate you on specific hazards unique to the facility, as well as to ensure you are aware and prepared to perform your tasks in a safe manner.

The key to accident prevention in any location or facility is to:

- Recognize the potential hazards associated with your job/assignment.
- Be aware of and follow the prescribed safety procedures.
- Wear all necessary/required personal protective equipment.
- Remain alert for changing conditions surrounding you.

## 2.0 Travel Safety Awareness and Hazards

Travel to and from work poses a major safety risk as conditions can change rapidly, and accidents can occur at any time during your commute. It is critical to stay focused at all times while traveling to and from your destination.

Hazardous situations and potential accidents can be caused by: inclement weather, distracted drivers, impaired drivers, break-downs, road conditions, wildlife, load transport, etc. It is critical to always be aware and anticipate hazards and changing conditions while traveling.

Prior to your departure, check that your vehicle is in good working condition. Proper repairs should be made to vehicles well in advance of your commute. If your vehicle is not safe or prepared for your travel, **do NOT use the vehicle.**

Some key considerations prior to your travel:

- Vehicle is not in need of repair and can safely complete the commute.
- All seat belts fit properly and are in good working condition.
- All tires are properly inflated to the recommended PSI for your vehicle.
- All lamps and signal lights are tested and working properly.
- Your vision is not obstructed, and windows, mirrors and windshield are free from cracks or defects.
- All required license and insurance documents are current and in your vehicle.

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NOTE: Many travel and insurance companies (such as “AAA”) can provide free travel safety tips and route information specific to your commute.

### 3.0 Vehicle Regulations and Mobile Equipment

When operating a vehicle, all country, state, and local motor vehicle rules and regulations are to be strictly followed. All vehicle passengers are required to wear seat belts at all times during your travel.

Drivers must have a current, valid operator’s license for any travel associated with your PSC employment or assignments (includes subcontractors). All personal vehicles utilized for travel under PSC Worldwide are to be covered under valid, non-expired insurance. Each employee and subcontractor is responsible for maintaining adequate first party property damage coverage on his/her vehicle or rental car.

NOTE: PSC will not reimburse for any damage sustained by or to any personal vehicles.

Use of mobile handheld equipment while driving is not permitted at PSC. This includes (but is not limited to) calls, texting, searches, pictures, recordings, etc. Should an Individual receive an incoming call while driving, they are to safely pull off the road, stop the vehicle, and place the vehicle in park prior to commencing the call. During long journeys, consider stopping periodically to retrieve messages and return calls. This will also assist in minimizing driver fatigue.

Use of mobile equipment while driving increases the risk of serious injury and death. It is PSC’s opinion **there is no communication more important than the lives or safety of our employees/subcontractors.**

### 4.0 Alcohol and Drug Use (Fitness For Work)

An important key to accident prevention is to remain alert at all times. To do this you must be physically and mentally fit for the job. Alcohol and drugs (both legal and illegal) can affect your physical and mental capabilities.

The illegal possession, use, sale, consumption, or distribution of any prescription or non-prescription drugs, alcoholic beverages or other forms of contraband is strictly prohibited. Any employee or contractor found under the influence of alcohol and or drugs while on assignment will be terminated.

Do not operate a vehicle or equipment while impaired, intoxicated or under the influence of alcohol, illegal drugs, or prescription drugs that may impair your ability to perform your duties safely.

NOTE: At the discretion of PSC Worldwide Management, you may be required to submit to random drug & alcohol testing.

If you must take medication, you should have it in a current prescription bottle with your name on it, as well as that of the prescribing physician.

NOTE: You should have on your person only enough medication for the shift that you are expected to work.

## 5.0 Entering a Facility and Sign-in

As an independent contractor of PSC, each individual is obligated to sign-in at the reception desk or main office area immediately upon arrival and prior to leaving the facility each time.

Sign-in is important because it informs vendors of who is on their property and exposed to their operations. It also provides confirmation of your visit date and times. In an emergency, the Sign-In Log can be used to account for those personnel and visitors that may be missing.

When entering a vendor facility, you must adhere to all safety protocols of that facility. This is in addition to all other PSC Worldwide safety procedures and good practices described in this guide. Should you have any safety or sign-in concerns upon entering a facility, please contact your PSC Supervisor or Coordinator.

## 6.0 Appropriate Attire

Being properly dressed for the job is very important for comfort and safety. You must always dress for the environment anticipated. You should wear a suitable long sleeve shirt, long pants and appropriate outerwear. Please note that ties, loose fitting clothing, unbuttoned shirt sleeves, unnecessary jewelry and long hair can be caught on tools and machinery resulting in serious injury. Some facilities may require you to wear fire retardant coveralls while inside operating areas. Cotton clothing is recommended over synthetic fibers that may catch on fire quickly and are hard to extinguish. Vendor recommendations and requirements for clothing should be taken into account and strictly followed. If you are not properly dressed for the job, you will be sent home.

Sturdy footwear is very important, and safety shoes or boots are strongly recommended. Hard steel boots or similar will help protect your toes and feet from injury. The safety shoes should meet the [ASTM F 2413-11](#) (Standard Specification for Performance Requirements for Protective Safety Toe Cap Footwear). Sandals, canvas or athletic type shoes must not be worn in fabrication facilities.

## 7.0 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) should be worn at all times when visiting shop facilities. All PSC independent contractors are required to have a hard hat, safety goggles, ear plugs and protective gloves when on the shop floor. Some vendor facilities may provide relevant protective equipment, but it is essential that all PSC subcontractors have their own protective equipment with them at all times when conducting inspections at a vendor facility.

Personal Protective Equipment (PPE) that is defective should be discarded and replaced immediately. Examples: Cracked hard hat, broken goggles, torn gloves, defective ear plugs, etc.

Protective equipment is essential to your job, and **PSC Inspectors/Employees are not authorized on shop floors without the required protective gear.**

## 8.0 Falls

Slips, trips and falls are among the most common type of work injuries. The National Safety Council states employees are 2.5 times more likely to suffer a disabling fall in a work setting than anywhere else (NSC-2010). Several hazards contribute to these injuries, although most can be significantly reduced by knowing your environment and raising awareness among co-workers.

Be cautious of your surroundings at all times, and immediately inform others of all potential slip, trip and fall hazards. Even the most familiar environment can pose a serious threat.

### Stay clutter-free

Equipment, parts, materials, boxes, and other items improperly stored (or piled in walkways) can create a tripping hazard. Be certain that all items are safely stored in their proper locations, and walkways are clutter-free and accessible.

### Use of a ladder

In order to avoid serious falls and injury; never use chairs, desks, shelves or other non-secure surfaces in place of a ladder. Workers who need to reach something at an elevated height should always use a ladder. Ladders must be fully opened and placed on level, firm ground prior to use. Workers should never climb higher than the step indicated as the highest safe standing level.

### Maintain a clear line of vision

Workers and equipment can collide when making turns in hallways and coming around blind corners. Therefore, it is critical to anticipate oncoming traffic, and seek to maintain a clear line of vision at all times. If workers can see who is coming around the corner, collisions are much less likely to occur.

### Surface and Grip

While carpeting and other skid-resistant and non-skid surfaces can serve to reduce trips and falls; marble, tile, slate, metal and other slippery surfaces can be particularly hazardous. This is especially true when these surfaces become wet. It is critical to use footwear with appropriate grip for the environment you are working. It is also important to avoid slippery walking surfaces whenever possible. Please be sure to immediately inform management and co-workers of all hazardous surfaces.

### Cabinets and Drawers

Open drawers on desks and filing cabinets can pose a trip hazard, and must remain fully closed and latched. In addition, filing cabinets with too many fully extended drawers can easily tip and result in serious injury. Be aware of your environment and take corrective action to ensure open drawers and cabinets do not present a safety hazard for yourself or others.

### Safe Stacking and Storage

Proper stacking and storage of heavy items can help reduce serious injuries. Large piles of materials and heavy equipment not properly stacked can result in personal injury or death if they fall or are knocked over. It is important to always store and stack heavy objects close to the floor, and never exceed the load capacity of shelves or storage units.

### 9.0 Fall Protection

Injuries from falls may include cuts, bruises, sprains, strains, broken bones and back injuries. However, falls can often be much more serious or fatal.

If at any time you are required to climb to a certain height to gain access to equipment or inspection points; fall protection equipment is to be requested and provided by the vendor. If the appropriate fall protection equipment is not provided, the PSC subcontractor or employee is not to navigate the climb.

When performing work activities where employees are exposed to a fall potential of 6 feet (1.8 m) or more, 100 percent fall protection shall be used. Fall protection includes approved scaffolds, guardrail systems, personal fall arrest systems or fall restraint systems. Compliance with this procedure is mandatory, and PSC Worldwide has a zero tolerance policy on non-compliance to fall protection protocol.

### 10.0 House Keeping and Your Surroundings

Keeping a tidy work space is a major part of each job, and an essential step in the prevention of accidents, injuries and fires. Proper housekeeping of work areas is an important part of a safe work environment, and will help to protect you and your fellow employees against safety hazards and injuries.

An untidy shop poses risks to anyone working or visiting the facility. A clean and organized shop should adhere to the following (at a minimum):

- Clean-up during the shift.
- Waste disposal.
- Removal of unused materials.
- Air lines, electrical cords, hoses, chains, ropes, etc. properly stored immediately after use.
- Walkways, stairways, platforms, aisles, and areas in front of fire extinguishers and electrical panels free of debris and obstructions.
- Oily rags kept in covered metal containers and properly disposed.
- All persons utilizing the shop are responsible for workspace cleanliness and safety compliance.

NOTE: Smoking (when permitted) is usually restricted to designated areas. Please adhere to specific site instructions. Properly dispose of butts and ashes in designated receptacles.

## 11.0 Fire Prevention

Fire emergencies can strike anyone, anytime, anywhere. This is why fire prevention is critical, and an important part of this safety guide. All PSC personnel are charged with understanding the following fire prevention steps, and taking appropriate action to ensure compliance whenever or wherever a discrepancy to the following is found:

**Step 1. Get Organized**– Practice good workplace housekeeping. Clutter contributes to fires by providing fuel and by preventing access to exits and emergency equipment.

**Step 2. Designated Smoking Areas** – Smoke only in designated areas, and extinguish smoking materials safely. Never smoke in storerooms or chemical storage areas.

**Step 3. Fire Extinguishers** – Maintain the appropriate type and number of fire extinguishers and learn how to properly use a fire extinguisher.

**Step 4. Electrical Hazards** – Report all electrical hazards. Many fires start in faulty wiring and malfunctioning electrical equipment.

**Step 5. Access to Control Panels** – Electrical control panels need to have free access maintained so that the electricity could be shut off easily.

**Step 6. Maintenance** – Maintain machinery to prevent overheating and friction sparks.

**Step 7. Sprinkler Systems and Smoke Detectors** – Never block sprinklers, firefighting equipment or emergency exits. Observe clearances when stacking materials. Testing of sprinkler systems and smoke detectors should occur at least annually.

**Step 8. Chemical Safety** – Use and store chemicals safely. Read the label and the Material Safety Data Sheet to determine flammability and other fire hazards. Provide adequate ventilation when using and storing these substances.

**Step 9. Waste Control and Storage** – Control the accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency.

**Step 10. Prevent Ignition** – Use all precautions to prevent ignition in potentially explosive atmospheres such as those containing flammable liquid vapors or fine particles. Use non-sparking tools, and control static electricity as required.

**Step 11. Exits** – Emergency exit diagrams should be posted and emergency exits should be well lit with neon-regulation signs.

**Step 12. Contact Info** – Personnel should have a list of emergency contact phone numbers in case of emergency. Remember that people will often panic in an intense situation; therefore basics such as the company address, phone number and floor plan should be posted.

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Each vendor location is responsible for compliance to the above fire prevention steps, as well as properly maintaining extinguishers, alarms, exit lighting, and evacuation diagrams throughout their facility. Should any PSC personnel visit a facility where the above fire preventions are not implemented or functioning; please immediately inform the nearest supervisor and promptly leave the premises until the discrepancy is corrected.

At each facility visited, it is important to know the alarm codes for evacuation, fire or disaster. If this information is not readily provided or posted; please contact the nearest supervisor for instructions and clarification.

Remember to familiarize yourself with exit routes to a pre-determined assembly point, and know the locations of the fire alarm boxes and the proper procedure for activating the alarm.

## **12.0 Know Workplace Fire Hazards.**

### **Maintain cords in good repair**

Damaged and ungrounded power cords pose a serious fire hazard and violate safety codes. All power cords should be inspected regularly for wear, and taken out of service if they are frayed or have exposed wire. In addition, cords should never be used if the third prong has been damaged or removed. These cords should be replaced prior to service. Always make sure power cords are not overloading their outlets prior to continued use.

### **Inspect space heaters**

If personnel are using space heaters, verify the devices are approved for commercial use, and have a switch that automatically shuts off the heater if tipped. Always make sure space heaters are being powered through appropriate outlets, and are not placed near combustible materials.

### **Never block fire sprinklers**

Furniture, equipment, and tall stacks of materials can block the range of fire sprinklers, which can reduce their effectiveness in the event of an emergency. Objects should never be placed higher than 18 inches below sprinkler heads to allow a full range of coverage.

### **Fire exits and escape routes**

Never store items in the path of fire exits or escape routes. These paths should remain free of clutter and debris at all times.

When visiting a facility, always look for the fire exits and escape routes. These areas are to be clearly posted with illuminated signage. If the fire exits and escape routes are not clear to you, please contact a supervisor to show you where the appropriate exits and routes are within the facility.

PSC personnel must not commence work without first knowing the location of fire exits and escape routes within the specific work area and facility.

### 13.0 Emergency Response – Hazardous Materials and Spills

Certain spill hazards exist when working within plant-processing, petrochemical and manufacturing facilities. Many of these facilities use and process flammable, caustic and toxic fluids within their operations. A large number of facilities regularly utilize and/or dispose of hazardous chemicals and waste. When individuals are in close proximity to hazardous chemicals and materials, it is critical they understand the risks and prepare for an appropriate response to any potential leaks or spills.

All PSC Personnel are required to review and evaluate the potential for exposure to hazardous fluids and materials prior to commencement of any work at a facility.

Should you have any questions concerning your potential exposure to hazardous materials, as well as procedures to take should there be a hazardous breach or spill; please contact the plant Safety Officer or Hazmat Representative for detailed instructions and procedures.

NOTE: Always refer to the specific instructions for chemical hazards and spill clean-up in workplace Hazardous Spill Kits and Safety Data Sheets (SDS)

#### **Primary steps to take in response to Chemical Spills (liquid, gas, solid)**

##### **Minor Spill:**

A minor spill is characterized by all of the following criteria:

- Is inside a processing area and has not spread outside;
- Did not result in a fire or explosion, nor presents a risk for a fire or explosion; and
- Did not result in personnel requiring medical attention.

##### **Minor Spill Clean Up:**

- Alert people in the immediate area of the spill.
- Put on appropriate Personnel Protective Equipment (PPE), (gloves, protective eyewear, lab coat).
- Contain the spill with absorbent spill material.
- Completely clean the area where the spill occurred.
- Place the absorbed spill material in secondary containment, such as a spill bucket. Label the container and notify Environmental Health and Safety to request a pick up.
- Dispose of contaminated PPE properly.
- Complete an Accident/Incident Report Form.

NOTE: PSC Personnel at a fabricator's facility should immediately inform the local supervisor of any spills, and allow the facility personnel to perform all containment and clean-up. PSC Personnel are not authorized to clean-up hazardous spills that occur at fabricator's facilities.

**Major Spill:**

A major spill is characterized by all of the following criteria:

- Results in a fire or explosion, or presents a risk for a fire or explosion;
- Results in personnel requiring medical attention;
- Is not contained within a processing area;
- or Is characterized as a major spill by the facility Emergency Coordinator.

For a Major Spill or Leak:

- Alert people in the immediate area of the spill.
- Remove any injured or contaminated persons if you can do so safely.
- Contact your supervisor and plant safety officer and stand by in a safe location.
- Remove all contaminated clothing, shoes etc. and/or use an emergency shower if one is nearby.
- Seek immediate medical attention if you have been exposed.
- DO NOT attempt to clean up a major spill.
- Complete an Accident/Incident Report Form

NOTE: PSC Personnel at a fabricator’s facility should immediately inform the local supervisor of any spills, and allow the facility personnel to perform all containment and clean-up. PSC Personnel are not authorized to clean-up hazardous spills that occur at fabricator’s facilities.

**14.0 Emergency Response – Bloodborne Pathogens**

Any person that may come in contact with blood or other potentially infectious material, such as bodily fluids, must be aware of bloodborne pathogens. Bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV).

All personnel must minimize the risk of exposure to bloodborne pathogens by avoiding direct contact with blood and bodily fluids, using appropriate Personal Protective Equipment (PPE), and following proper clean-up and disposal procedures.

All blood-contaminated equipment and clothing should be properly disposed of in appropriately labeled bio-hazard containers.

NOTE: Immediately report any exposure to blood and bodily fluids.

**15.0 Incident and Near-Miss Reporting**

It is the responsibility of all PSC Personnel to report to your supervisor any accident or near-miss (regardless of severity) in which you are involved or witness. This includes incidents where there is no resulting injury, damage or environmental impact. Your supervisor will provide the appropriate reporting form. (Ref. PSC Incident/Near-Miss Report – Rev 1)

Proper reporting of all incidents and near-misses help to avoid future accidents, correct hazardous situations, and can potentially save the lives of co-workers. When near-miss investigations are properly conducted, it offers an excellent opportunity to learn. It gives us the opportunity to see where performance and awareness may be improved, and the resulting corrections are shared with others.

## 16.0 Weather Conditions and Extreme Temperatures

### Hot temperatures

Working in the heat increases the risk of dehydration and heat-related illness. Personnel most at risk are those working outdoors performing physically intensive labor, and indoor workers who are exposed to high temperatures with poor ventilation.

If you are working in the heat, please follow these tips to minimize your risk of heat-related illness:

1. Pre-hydrate
2. Carry a drink bottle
3. Limit caffeine intake
4. Avoid alcoholic beverages 24 hrs before a shift
5. Eat a balanced diet
6. Consume an electrolyte drink
7. Check the forecast and (when possible) schedule work at cooler parts of the day
8. Invest in accessories (hard hat brims, cooling vest, etc.)

NOTE: Do not wait until you are thirsty to drink. If you are thirsty you are likely already dehydrated. Drink small amounts of water frequently and at regular intervals (About 1cup every 15-20 mins is recommended while working in the heat).

### Cold temperatures

For those personnel exposed to cold working conditions for extended periods, the body will begin to shift blood-flow from the extremities (hands, feet, arms, and legs) and outer skin to the core (chest and abdomen). This shift allows the exposed skin and extremities to cool rapidly, and increases the risk of frostbite and hypothermia.

If you are working in cold conditions, please follow these tips to minimize your risk of Hypothermia and cold-related illness:

- Wear at least three layers of loose fitting clothing.
- An inner layer of wool, silk or synthetic to keep moisture away from the body.
- A middle layer of wool or synthetic to provide insulation when wet.
- An outer wind and rain protection layer that allows some ventilation to prevent overheating.
- Wear a hat or hood to help keep your whole body warmer.
- Use a knit mask to help cover the face and mouth.
- Use insulated and water-resistant gloves to protect the hands.
- Wear insulated and waterproof boots

## 17.0 Vision

Spending a large portion of your workday at the computer can cause eyestrain, dryness and irritation. Excessive eyestrain can result in fatigue, which can cause headaches and impact your ability to properly focus.

The following adjustments can assist with protecting your vision while working:

### **Dim the lights**

Florescent lights in office buildings often are too bright for optimal vision. This can be corrected by removing some bulbs from overhead fixtures. If more light is needed for a particular task, desk lamps can be used as long as they do not create a bright spot in the worker's line of vision.

### **Correctly position monitors**

It is recommended workers place their computer monitors slightly below eye level and 20-26 inches from their eyes. Screens that can tilt or swivel are especially beneficial in achieving correct monitor positioning.

### **Minimize screen glare**

Screen glare is known to be a major cause of eyestrain in the workplace. To minimize strain, avoid positioning monitors opposite open windows, or be sure to always close shades or blinds. A glare reduction filter can also be used to reduce screen glare.

### **Increase font size on computer**

As workers tend to pull the head forward to view smaller print, small font sizes on the computer can strain both your vision and your neck. A simple adjustment to the font size on the computer screen can eliminate this unnecessary strain.

### **Take a break**

Giving your eyes a rest and allowing them to focus on objects at varying distances, can help reduce eyestrain and fatigue. These breaks can include working on other tasks that require your eyes to focus on objects at further distances.

NOTE: It is recommended workers take a 10-minute vision break for every hour spent on the computer.

## 18.0 Sitting, Posture and Back Problems

Sitting puts more pressure on your spine than standing, and the toll on your back is worse if you are sitting hunched in front of a computer for long hours. When you sit excessively, the disks are compressed and can lose flexibility, increasing your risk of back problems such as herniated disks.

In addition to sitting, poor posture while working can have negative health effects. It is common to hold your neck and head forward while working at a computer or cradling a phone to your ear. This posture can often lead to stress on your cervical vertebrae resulting in neck strain, sore shoulders and back pain.

Workers should regularly stand up and walk every hour to properly circulate blood and oxygen throughout the body, and counter the effects that sitting for long periods of time may have to their bodies.

Additional recommendations to avoid workplace strain from excessive sitting and bad posture are as follows:

- Keep the body in alignment while sitting in chairs and while standing.
- Get up and move.
- Use posture-friendly and ergonomic chairs when sitting.
- Increase awareness of posture and ergonomics in everyday settings.
- Use exercise to help prevent injury and promote good posture.
- Wear supportive footwear when standing.

## 19.0 Workplace Anti-Violence

PSC Worldwide is deeply committed to providing a safe working environment for all employees and subcontractors. Identifying and eliminating all threats to that safety is a primary goal.

PSC Worldwide has zero-tolerance for workplace violence. Workplace violence is any conduct that is severe, offensive or intimidating enough to make an individual reasonably fear for his/her personal safety, or the safety of family, friends, co-workers or property.

Acts of violence and/or threats of violence, whether expressed or implied, are prohibited in the company's workplaces and will not be tolerated. Any employee or subcontractor who commits workplace violence will be subject to disciplinary action, up to and including termination of employment.

Any PSC Worldwide employee or subcontractor who has been personally threatened, has been made aware of a threat, or observes threatening behavior, should immediately contact his/her supervisor. All reports of incidents will be taken seriously, promptly investigated and appropriately dealt with.

If you have any questions or concerns, please contact your PSC supervisor. In the event that workplace violence does occur, please use your good judgment and call the local authorities (if warranted) prior to notifying the company.

## 20.0 Public Safety / Suspicious Activity

All PSC personnel (employees and subcontractors) that are witness to a crime must immediately contact local law enforcement and their supervisor.

In the interest of public safety, it is important all PSC personnel are aware of and promptly report suspicious activity. Reporting suspicious activity can result in thwarting attempted criminal behavior.

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Suspicious Activity includes but is not limited to the following:

- Unusual items in known locations.
- Unattended packages.
- Windows and doors open that are usually closed.
- Out-of-the-ordinary persons and situations.
- Vehicles parked in restricted areas.
- Extended loitering.
- Suspicious requests for information.
- Unusual or prolonged observation of buildings/structures.

PSC Worldwide believes public safety is everyone's responsibility. If you see suspicious activity, please report it immediately.

**Please see next page for acknowledgement and signing.**

Revision	A	1	2	3	4	5
Revision Date	Prior Doc. Rev 0	5/20/2017	6/8/2017			
Description	-	Draft	Final-Issued			
Prepared	M. Cordeiro	<i>MAC</i>	<i>MAC</i>			
Reviewed	A. Venturini	<i>AVU</i>	<i>AVU</i>			
Approved	J. Venturini	<i>JVU</i>	<i>JVU</i>			

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**PSC WORLDWIDE EMPLOYEE/SUBCONTRACTOR ACKNOWLEDGEMENT**

I, the undersigned employee/subcontractor, acknowledge that I have received, read, and understand the following written PSC Worldwide policy and agree to abide by the established guidelines.

• **PSC Worldwide Health, Safety & Environmental Awareness Guide**

To include sections:

- Vehicle Regulations and Mobile Equipment
- Alcohol and Drug Use (Fitness For Work)
- Personal Protective Equipment (PPE)
- Fire Prevention
- Emergency Response – Hazardous Materials and Spills
- Incident and Near-Miss Reporting
- Workplace Anti-Violence
- Public Safety / Suspicious Activity

I acknowledge that I have all appropriate Safety & Personal Protective Equipment (PPE) as required to conduct my duties and assignments as an employee/subcontractor of PSC Worldwide. I understand the use of Personal Protective Equipment (PPE) is mandatory, and noncompliance will result in disciplinary action up to and including termination of employment.

I understand that in accordance with U.S. Occupational Health & Safety Administration (OSHA) requirements; PSC Worldwide has disciplinary procedures in place to enforce compliance with company Health & Safety policies. I understand that any violation(s) of these policies on my part, or anyone working under my direct supervision, will be grounds for disciplinary action and/or cause for discharge.

I agree to actively participate in the efforts established to maintain a safe and healthy workplace. I understand my right to refuse to perform work that would violate any occupational safety or health standard, as well as my authority to stop any work that is deemed in violation of the policies outlined in the **PSC Worldwide Health, Safety & Environmental Awareness Guide**.

Employee/Subcontractor Name (Print): \_\_\_\_\_

Employee/Subcontractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Please sign the above acknowledgement and return to PSC Worldwide.