



Employee Safety Program

Paragon Services, LLC



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Section 1 – Safety Responsibilities

1.1 Business Services Manager

The major areas of responsibilities of the Business Services Manager include the following:

1. Communicate company safety policies to all levels of management.
2. Provide the necessary means for carrying out the accident prevention program and to assist management in creating the safety attitude that is necessary to make the accident prevention program a success.
3. Be responsible for monitoring the controls and auditing the safety program, by reviewing Workmans Compensation loss runs.

1.2 Engineering Operations Managers

The major areas of safety responsibility of the Engineering Operations Manager include the following:

1. Assume an active role in planning, organizing, leading and controlling the Safety and Health Program.
2. Communicate to Chief Engineers the necessary safety knowledge. The Engineering Operations Manager must see that the Chief Engineers receive training and know their accident prevention responsibilities and how to carry them out.
3. Should know and be responsible for adherence to Federal, State and Local safety codes. The Safety Manger is your resource.
4. Establish a planned housekeeping and safety inspection program in their areas of responsibility. Also require the Chief Engineer to conduct a formal inspection using the required checklist on a regular basis.
5. In the event there is no Chief Engineer assigned to the building/portfolio, all Health & Safety concerns will be deferred to Operations Manager.

1.3 Chief Engineers

The major areas of safety responsibility of the Chief Engineer include the following:

1. Be responsible for the safety of all personnel and customers in their assigned areas. They are also to enforce the rules and safe job procedures in meeting this responsibility.
2. To follow the procedure for initial safety orientation and job instruction of new engineering staff.
3. Be responsible for the prompt investigation of injury-producing accidents and implement corrective action.
4. Engineering staff safety discipline must be maintained by the Chief Engineers. They are responsible for approved measures of prevention and corrective discipline.
5. Determining with assistance from Operations Manager, the personal protective equipment of their Engineering staff, and will insure that when the equipment is issued, it will be used.



1.4 Lead/Assistant Chief Engineers

The major areas of safety responsibility of the Lead/Assistant Chief Engineer include the following:

1. The Lead/Assistant Chief Engineer is responsible for conducting planned and informal inspections in their assigned area. Immediate correction action must always be taken.
2. The Lead/Assistant Chief Engineer must investigate and report all accidents that occur in their area of responsibility immediately.
3. The duty of the Lead/Assistant Chief Engineer is to develop a cooperative safety attitude in all Engineering staff.
4. The Lead/Assistant Chief Engineer must know the emergency procedures particular to the building they are assigned and provide training for employees.

1.5 Engineering Staff

The major areas of responsibilities of the Engineering Staff include the following:

1. The Engineer is required to follow the safety rules established for his/her protection.
2. It is important that the Engineer considers safety the top priority of themselves, co-workers, customers and the general public.
3. Regardless of the extent of injury, damage or loss, the Engineer must report all accidents or incidents to the Supervisor at the earliest possible time.
4. When involved in an accident, the Engineer must cooperate with the Supervisor in explaining exactly WHAT, WHEN, WHO, WHERE, HOW and WHY the incident occurred.
5. By obeying the safe work rules contained in our Safety Program, special instructions given by the Supervisor, along with good judgment on the part of the Engineer, will ensure THE PREVENTION OF ACCIDENTS.

Section 2 – Safety Training & Hazardous Communication

2.1 Safety Training

1. Training is the most important element of our Safety and Health Program and it is our commitment to train our employees to do their jobs safely.
2. Each member of our Engineering staff will be training on the Safe Work practices regarding their general work environment and specific job assignments.
3. Training and instruction will be given to all Engineering Staff on a regular basis through ThinkHR, our online platform.
4. Training and instruction will be given to all new members of our Engineering Staff and to all Engineering Staff given new job assignments.
5. Whenever new equipment, procedures or substances are introduced to the work place, training will be provided.



6. Training on emergency procedures in case of fire, earthquake and/or civil commotion will be provided for your specific job site.

2.2 Hazardous Communication Training

We provide information on all chemicals and the control of potential hazards through our ongoing Safety Training programs.

2.3 Safety Training Meeting Records

Paragon Services provides electronic reports through the ThinkHR online platform monthly or quarterly showing the completion of each employee's safety training. These reports are provided upon request. Each employee is given a certificate of completion that is stored on ThinkHR Cloud as well as the employees personnel file.

2.4 Hazardous Communication Program

We intend to provide information about any chemical hazards and the control of these hazards through our ongoing Safety Training Programs.

Our Hazard Communication Program includes obtaining Safety Data Sheets (SDS) on all products, container labeling and employee training.

The following outlines how we will accomplish this:

1. Safety Data Sheets (SDS)

Copies of SDS for all potentially hazardous chemicals to which employees may be exposed are kept on each job site. SDS are available to all Engineering Staff in their work area for review during each work shift. If SDS are not available or new chemicals in use do not have SDS, please contact the Risk/Safety Manager in our main office.

SDS is the primary means we will use in our training about the potential hazards of the chemicals we use. Our suppliers are required to provide SDS on all products we order. The SDS covers 14 major elements:

- Trade name
- Chemical or common name
- Physical and chemical properties
- Physical hazards
- Specific acute (short term) and chronic (long term) health hazards
- The potential routes of entry on the body
- The permissible exposure limits
- If substance is listed as a carcinogen
- The precautions necessary for safe handling, use and storage
- The known control measures
- Emergency and spill clean-up procedures



- First aid procedures
- Date of preparation of SDS

2. Container Labeling

It is the policy of Paragon Services that no container of potentially hazardous chemicals will be released for use until the following label information is provided:

- Containers are clearly labeled as to the contents.
- Appropriate hazard warning are noted.
- The name and address of manufacturer.

To further ensure that employees are aware of the potential chemical hazards of materials used in their work, all secondary containers must be labeled.

3. Engineering Staff Training and Information

- A. Employee Training and Information:
 - Review of chemicals present in their work place.
 - Physical and health effects of potentially hazardous chemicals.
 - How to lessen or prevent exposure.
 - Emergency procedures following exposure.
 - Location and availability SDS.
- B. New employees are to be trained prior to starting work. Before new chemicals are introduced, the Supervisor will review and train on the substance as outlined on the SDS.
- C. Prior to starting work on non-routine tasks, each affected employee will be given information by their supervisor about hazards that they may be potentially exposed to and the protective/safety measures that must be followed.
- D. Prior to starting work on chemicals in unlabeled pipes, each affected employee is to contact the Chief/Lead Engineer, who will provide:
 - The chemical in the pipe.
 - Potential hazard.
 - Safety precaution and procedures to be followed.
- E. General Work Practices and Controls:
 - Ventilation is to be used when it is necessary to prevent buildup of vapors from both health and fire exposure levels.
 - Keep containers closed when not in use.
 - Do not store or use near sources of ignition.
 - No smoking is permitted in storage areas or when chemicals are being used.



F. General Emergency and First Aid Procedures

- Eye Contact: Flush with water for 15 minutes. If irritation continues, contact one of our treatment facilities in your area.
- Skin Contact: Remove contaminated clothing and wash skin thoroughly with soap and water.
- Inhalation: If overcome, remove from exposure and contact one of our treatment facilities in your area.
- Ingestion: Do not induce vomiting. Contact one of our treatment facilities in your area immediately.

4. List of Chemicals/Substances used by Paragon Services Company

Please see attached SDS organized by supplier on all products currently purchased for engineering operation.

Please see attached SDS organized by supplier on all products currently purchased for Paragon Services Engineering's Operations.

5. Water Treatment Testing and Chemical Handling

All testing should be conducted in designated area only.

There should always be an eye wash station and/or an emergency shower near this designated area appropriate as referenced on the SDS.

To ensure that others can work safely on our job sites, it is the responsibility of the Chief/Lead Engineer to make available information on:

- SDS on chemicals in use.
- Hazardous chemicals to which they may be exposed.
- Precautions others must take to lessen the possibility of exposure by using appropriate protective measures.

If anyone has questions about this plan or how policies are carried out, please contact the Safety Manager.

Section 3 – Safety Rules and Regulations

3.1 General Safety Rules

1. Report to work in good physical and alert mental condition with proper clothing for the job as determined by management.



2. Each employee should immediately report all unsafe conditions in the workplace to the Supervisor.
3. Immediately report all injuries to the supervisor.
4. No employee will use any equipment or supplies for which he or she has not been trained.
5. Anyone known to be under the influence of alcohol and/or drugs will not be allowed on the job and will be immediately suspended.

3.2 Housekeeping and General Work Environment

1. Clear, unobstructed walkways shall be maintained in buildings at all times.
2. Never leave equipment and/or machines in areas where they will become a trip and fall hazard for other employees or the general public.
3. Store all cleaners and other materials only in containers approved by the Supervisor.
4. Beginning, during, and at the end of your work shift, inspect your own work area to assure the surroundings are safe.
5. Storage of materials shall not create a hazard. All stored materials shall be stacked and limited in height so the materials will be stable and secure against sliding or collapse.

3.3 Material Handling and Movement

1. Get help when lifting or moving heaving objects.
2. Lift with leg muscles, not the smaller muscles of your back.
3. Here are some lifting tips:
 - Plant your feet.
 - Bend your knees – Not your back.
 - Get a firm grasp of the object.
 - Lift steadily – no jerking motions.
 - Lift straight up.
 - Keep load close – Don't over reach.
 - Don't twist your back – Move your feet.
4. When moving a load, be sure you can see where you are going.
5. Never load a cart so it is too heavy to move easily.
6. Keep carts out of main aisles, clear of elevator, and out of the way of exits. Always store in designated area.
7. Remember by pushing the cart you reduce the pressure on your back, arms, legs, and other body parts.
8. Plan your work, don't move it twice if once will do.

3.4 Electrical Safety

1. If at any time a piece of electrical equipment gives the slightest shock when touched, report this to your Supervisor. The equipment should be repaired before returning to service.
2. Avoid touching parts of portable electrical equipment that are not insulated.



3. Check electrical equipment before using it. Inspect cord, plug and electrical outlets.
4. Do not use damaged or unsafe machines and equipment.
5. Machines are to be switched off and/or unplugged before maintenance begins.
6. Report frayed cords and worn plugs to the Chief Engineer immediately.
7. Electrical cords are NOT to be spliced and taped.
8. Do not leave electrical cords where they will be trip and fall hazards for other workers or the general public.
9. Do not pull electrical plugs from the outlets by the cord...always pull the plug.
10. Only use electrically operated equipment grounded through a three-prong plug.
11. Never cut off the ground prong on a three-prong plug.
12. If a worker does receive an electrical shock...

Do Not Touch the Person

Step 1 – Do turn off the power and/or pull the plug immediately.

Step 2 – Do give C.P.R. if the person has stopped breathing and the environment is safe to enter.

Step 3 – Do have another person call for medical help.

13. Machine guards are to be in place at all times.

3.5 Machines and Equipment

1. Safety Glasses shall be worn when operating machinery and any other job activity that constitutes a potential eye hazard.
2. Machine guards are to be in place at all times.
3. Machines are to be switched off before housekeeping and/or maintenance operation begins.
4. All maintenance of electrical equipment shall be performed by authorized personnel approved by the Chief Engineer.
5. Aisles must be kept clear and clean.
6. All areas shall be cleaned before work shift ends.
7. Any unsafe condition shall be brought to the attention of the Chief Engineer.
8. Always use proper tools for the job and make sure the tools are in good condition.
9. Worn or unsafe ladder must not be used and should be removed from service.
10. Ladders are to be used as specifically intended.
11. Stationary tools and equipment shall always be permanently located and bolted in place.

3.6 Earthquake Emergency Procedures

1. Take shelter away from windows and seek protection under tables, desks or other objects to offer protection against flying glass or debris.
2. Do not leave cover until you are certain the quake is over.



3. When possible, turn off lights and electrical appliances to minimize danger of fire. Do not strike matches.
4. Do not run outdoors. Falling debris, electrical wires and the like, will cause extremely hazardous conditions. Remain inside the building until evacuation is ordered.
5. Prepare to render assistance, if so ordered, in searching for injured persons and evacuating them.
6. Follow your job duties as outlined in the building's Life Safety Plan.