



SUBSURFACE CONSULTANTS & ASSOCIATES, LLC

Safety Manual

REVISED DATE: 1/1/06

SCA

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SCA Safety Manual Acknowledgment

I, _____ certify that I have received, read, and retained a copy of the SCA Safety Manual and will comply with the standards.

I understand that the policy describes important information about Safety issues, and I agree to abide by this policy. I have read the policy and understand that compliance with the policy is a condition of my continued employment. If I have any questions about the policy, I will consult with my supervisor or the Human Resources Manager.

Employee Name

(please print): _____

Employee Signature: _____

Date: _____

Complete and return to SCA



January 1, 2006

To all Associates:

The safety, health, and well-being of all Associates are a major concern for SCA. Management has a dual responsibility:

1. to provide a safe, physical working environment, and
2. to train Associates in the safe way to perform their jobs.

Local, state and federal safety rules and regulations will be followed at all times. Each Associate has the responsibility to reduce the possibility of accidents. Safety takes precedence over short-cuts and production demands. It is expected that everyone will work together to obtain the common goal of accident prevention.

The SCA Safety Committee for 2006 will be Irene Bailey (Chairperson), Matilde Geren (Secretary), Cheryl Judy and Paula Hebert.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Tearpock', written over a horizontal line.

Daniel J. Tearpock
Chairman/CEO

SCA

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CHAPTER 1

Safety Responsibilities

Company Policy

The Occupational Safety and Health Act of 1970 clearly state our goal of safe and healthful working conditions. The safety and health of our Associates continue to be the first consideration in operating this business.

Safety and health must be part of every operation. Without question, it is every Associate's responsibility at all levels.

This company intends to fully comply with the laws. To do this, we must constantly be aware of conditions in our work areas that can produce injuries. No Associate is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting and controlling hazards is a condition of your employment. Inform your manager immediately of any situations beyond your ability or authority to correct.

The personal safety and health of each Associate are of primary importance. Prevention of occupational-induced injuries and illnesses is so important; it is given precedence over operating productivity. As fully as possible, management will provide the mechanical and physical support required for personal safety and health, in keeping with the highest standards.

We will maintain a safety and health program conforming to the best practices of organization. To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of managers and Associates. It also requires cooperation in safety and health matters, not only between managers and Associate, but also between co-workers. Only through such a cooperative effort can a safety program be established and preserved.

Our objective is a safety and health program that reduces injuries and illnesses to an absolute minimum. Our goal is zero accidents and injuries.

Safety and Health Programs

The safety and health program includes the following:

- Provides mechanical and physical safeguards to the maximum extent possible
- Conducts safety and health inspections to find, eliminate, or control safety and health hazards, as well as unsafe working conditions and practices
- Complies fully with the safety and health standards for every job
- Trains Associates in good safety and health practices
- Provides necessary personal protective equipment and instructions for use and care
- Develops and enforces safety and health rules, and requires that Associates cooperate with these rules as a condition of employment
- Investigates, promptly and thoroughly, every accident to find out what caused it and correct the problem

Responsibilities for Safety and Health

The responsibilities for health and safety are shared.

The Employer

The employer accepts responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.

The Managers

Managers are responsible for developing proper attitudes toward safety and health in themselves and in those whom they supervise. They are to ensure operations are performed with the utmost regard for the safety and health of personnel.

The Associates

Associates are responsible for whole-hearted, genuine cooperation with the safety and health program. This includes compliance with rules and regulations, and continuously following safety practices.

Management Commitment to Safety and Health

Management considers no phase of operations or administration more important than accident prevention. It is the policy of the company to provide and maintain safe and healthful work conditions, avoiding any unnecessary accident exposure.

Appropriate training, an active self-inspection program, and personal protective equipment are some of the tools used to reduce work hazards.

Safety and Health Duties and Responsibilities

Responsibilities of Managers

1. Instill, by action and example, a safety attitude throughout the departments
2. Establish departmental safety guidelines to identify, reduce, or eliminate hazards controlling losses.
3. Correct the unsafe practices of Associates through regular meetings and individual one-on-one coaching.
4. Insist that each Associate wear the protective clothing and equipment for their job.
5. Insist that Associates report emergency conditions and accidents to the Manager, no matter how slight, as soon as possible.
6. Ensure Associates receive prompt First Aid or medical treatment. Follow up to ensure treatment was received.
7. Require Associates to provide a physician's written release notice to return to work.
8. Encourage Associates to report unsafe acts or conditions.
9. Insist Associates maintain good housekeeping practices.
10. Require proper use and maintenance of tools, equipment, vehicles and facilities.

Remember, no job or operation is so important that it takes priority over safety. No activity is to proceed if it endangers Associates. Managers must hold Associates accountable by initiating disciplinary action for violations of safety rules and procedures.

Responsibilities of Associates

1. Report injuries and accidents immediately. Obtain medical aid without delay.
2. Learn and follow safety rules, procedures and policies pertinent to the job assignment and department.
3. Report unsafe acts, conditions, or other safety concerns to managers.
4. Avoid performing any job assignment or equipment use without proper training or authorization.
5. Operate equipment in the manner in which it was intended.
6. Wear personal protection equipment where required.
7. Make sure equipment is in proper working order.
8. Report unsafe equipment immediately.
9. Obtain a written permission from a physician to return to the job when taking medication with a warning label about hazards operating machinery, drowsiness, or other potential work-related effects.

The active cooperation of each Associate is vital to the success of the Safety Program. Disciplinary action may result from an Associate's failure to comply with the safety rules and procedures.

Associate Safety Enhancement Responsibilities

When you work here, you have two jobs. The first is the job to which you are assigned; the second, constant vigilance against injuries to yourself and your fellow workers. If you sustain an on-the-job injury, report it to your manager, as early as possible, no matter how insignificant it may seem at the time. The Company wants to protect you; but we must know about your accident before we can assist.

When you see an unsafe act, point it out. Report unsafe acts and unsafe equipment or conditions to your manager. If there are any questions in your mind about how to do a job, ask how to do it safely! Associate safety enhancement responsibilities include the following:

1. Observe Company safety and health rules and apply the principles of accident prevention in day-to-day duties. Report hazardous conditions and unsafe acts.
2. Observe hazard warning and no smoking signs.
3. Keep aisles, walkways, and working areas clear of slip, trip and fall exposures and hazards.
4. Know the location of fire exits and evacuation procedures.
5. Keep emergency equipment, such as fire extinguishers, fire alarms and exit doors clear of obstacles.
6. Do not report to work impaired by alcoholic beverages or drugs.
7. Refrain from fighting, horseplay, or distracting fellow workers.
8. Walk in Company premises, no running, and take no unauthorized short cuts.
9. Follow proper lifting procedures.
10. Do not wear frayed, torn or loose clothing, or jewelry near moving machinery.

CHAPTER 2

Accident and Injury Prevention

SCA Safety Rules

Associates must perform their jobs in an efficient, economical and safe manner. We must observe safety rules and practices. The general safety guidelines listed below are applicable at all locations.

- Smoking Fire regulations prohibit smoking except in designated safe areas.
- Exits Ample, well-marked exits are provided so that buildings can be evacuated quickly and orderly. Know the exit locations adjacent to your department. In case of fire, evacuate the building using the exit nearest your work area.
- Reporting Unsafe Conditions Associates are obligated to report any unsafe physical mechanical conditions which may jeopardize safety. This also applies to unsafe practices or work habits.
- Horseplay Any act of horseplay on the premises will not be tolerated. Practical jokes and misuse of equipment for purposes of intended humor are prohibited.
- Alcohol, or Drugs Anyone suspected of being impaired by alcohol or drugs, or in any condition that would impair their ability to work safely, should be reported immediately.
- Safe Work Associates are expected to perform their respective jobs in the safest possible manner. Always ask yourself, “Is this the safe way?”
- Accidents All injuries must be reported immediately to your manager, or in their absence, the Human Resources Manager. The responsible Manager obtains the facts and reports them to the Human Resources Manager. Don’t forget to report “near misses!” They may help prevent an accident from occurring.
- Housekeeping Maintain a clean orderly work area, free from hazards.
- Lifting Before attempting to lift by hand, determine how to safely lift the load, and if necessary, get help.
- Ladders Use the appropriate ladder type for each job. DO NOT stand on chairs or boxes.

Injury Prevention

Ergonomic

Ergonomics includes designing the physical environment of the job to fit the worker and train the worker properly to do the job. The goal of ergonomics is to arrive at a good match between workers and their respective jobs. A good match results in fewer accidents and greater productivity.

Back Injury

Many boxes, crates, bundles, and piles of material are moved manually. This task can lead to one of the most costly and painful injuries you can suffer, a back injury.

Apply the following basic steps to reduce back injury exposure:

1. Choose the proper lifting position that feels comfortable;
2. Keep the load close to your body;
3. Lift steadily and smoothly;
4. Avoid twisting motions. Move your feet instead;
5. Never try to lift more that you are accustomed to lifting;
6. Always get help when you have to lift bulky loads.

Another good technique is to maintain strong abdominal muscles. The abdominal muscles support the lower back from the other side with intra-abdominal pressure. Abdominal muscles can be strengthened by performing sit-up exercises to prevent possible injury. Muscle stiffness and discomfort can be minimized by gradually improving the strength of the muscles.

Six Steps to Safe Lifting

1. Feet parted, one alongside, one behind object;
2. Keep back straight nearly vertical;
3. Chin tucked in;
4. Grip the object with the whole hand;
5. Bend your knees;
6. Elbows, arms tucked in;
7. Body weight directly over feet, avoid twisting, twisting is common cause of back injuries;
8. Turn toward foot in the direction of movement.

Fall Prevention

Slips, trips, and falls are a major cause of injuries in all operations. The cost of fall injuries to Associates can include:

1. Pain
2. Doctor's Appointment
3. Lost Time
4. Lost Income
5. Loss of Mobility
6. Future Limitations

Due to the severe impact on everyone involved, we have developed a Fall Prevention Program to reduce this type of injury.

Fall Prevention Guidelines

Make fall prevention a part of the on-going safety program. Fall prevention includes: inspection, special materials for special conditions, training and housekeeping.

Inspections

- Conduct regular inspections of walkways for tripping hazards or other obstacles. Correct hazards.
- Look for hazards to eliminate by changes or by posting warning signs. Hazards that need warning signs include: boxes stored on the floor, electrical extension cords, and cabinets blocking aisles, waste baskets and office machines in traffic areas.
- Check stairs for loose handrails, slippery treads, poor lighting and other visual distractions.

Instructions

Instruct Associates to use ladders and step stools for reaching. Warn Associates to avoid ladders and step stools if unprotected.

Housekeeping

Keep walking and working surfaces free of dirt and litter. Provide warning signs to be placed on wet floor surfaces.

CHAPTER 3

Safety Committee

Safety Committee Function

The Safety Committee is an essential element of the company's safety program. The Safety Program reflects a genuine concern by senior management for safety. Each office is required to have a committee.

The following guidelines give the company's expectations of safety committees.

Safety Committee Purpose

The purpose of the committee is to increase Associate participation in the Company safety effort, providing recommendations for safety improvements. This includes recommendations related to safety procedures and policy, program implementation, training needs, regulation compliance, facility and operational conditions, accident reporting and investigations, and emergency response. Committees are not to be a policy mandating group or source for disciplinary action.

Their major objective is to assist in the improvement of the company's safety environment, and to respond to Associate suggestions or concerns. It is vitally important for committees to establish formal lines of communication to and from Associates and management. The committee is expected to promote itself to ensure Associates are aware of its existence and mission.

Membership

The Safety Committee will consist of an equal number of management and non-management personnel. To be most effective, all sections should be represented. The Chairperson will be appointed by the CEO. To increase Associate participation and awareness, much of the committee membership should be rotated annually.

Meetings

The meetings should last no longer than one hour unless agreed on by the committee and management. Schedule the next meeting at the end of a meeting, unless an on-going schedule has been established.

The committee reviews inspection and accident investigation reports and address issues referred by Associates, management, or other sources.

All safety related issues must be addressed by the committee as soon as possible.

Meeting Agenda

A written agenda is developed and distributed prior to each meeting. It should address the following:

1. Review and approve the minutes of the previous meeting.
2. Address unfinished business and provide recommendations as needed.
3. Review accident reports, provide recommendations as needed
4. Review inspection reports, provide recommendations as needed.
5. Address new business.
6. Review training projects and provide recommendations.
7. Address specific areas of concerns, such as safety issues related to a specific job and provide recommendations.

Chairperson

The Safety Committee Chairperson is responsible for scheduling meetings, establishing agendas, and ensuring meetings proceed efficiently and smoothly. The Chairperson facilitates the meeting and directs committee members to address the various items on the agenda, and other topics introduced, within the allotted time.

Preparation

The Chairperson publishes an agenda prior to each meeting

Before the meetings, the Chairperson contacts committee members to identify new topics. Committee members seek input from the Associates in areas they represent.

The Chairperson provides a draft of the agenda to the Secretary for review prior to the meeting.

Conducting the Meeting

1. Bring the meeting to order.
2. Introduce any visitors to the committee and state the purpose of their visit.
3. Allow members to introduce themselves.
4. Call for the review of the previous meeting's minutes.
5. Initiate review of any old business. Request presentation from members assigned projects.
6. Encourage selection of additional safety training.
7. Establish the time and date of the next meeting.
8. Adjourn the meeting.

Tips on Conducting the Meeting

The Chairperson must encourage, but limit discussion. The Chairperson determines when further research is needed, when to defer, and when to encourage a move forward, including asking for a vote on an issue. The Chairperson ensures discussion, addresses the topic, and progresses toward recommendations for improving safety. When the discussion becomes nonproductive or strays, the Chairperson leads the committee back to the topic.

The Chairperson keeps the time allotted to each topic within reason. The Chairperson assigns tasks to individuals, defers issues to another meeting, or calls for eliminating the topic.

The Chairperson keeps the meeting orderly. One person speaks at a time. When possible, all members should provide input on a subject. The Chairperson mediates any disagreements.

Follow-up Action

The Chairperson ensures review of committee recommendations. The recommendations can be presented by sending the minutes, or a memo. If recommendations are approved, the Chairperson notifies the committee and leads planning the implementation. If recommendations are not approved, the Chairperson explains why to the committee and formally recognizing any further action on an issue.

Secretary

The committee Secretary will be responsible for typing the meeting agenda from information provided by the committee Chairperson. The Secretary will oversee agenda distribution, with any accompanying documents.

During the Meeting

The Secretary takes notes, including discussion topics and the results of any committee votes.

After the Meeting

The Secretary prepares and oversees distribution of the meeting minutes to individuals.

Inspections

The Chairperson conducts safety inspections with each department manager. This allows them to review past inspection documentation that may be referred to during investigations of future accidents or used to identify trends that could lead to future accidents.

Since SCA has little history to determine the types of injuries that might occur, the Chairperson must identify unsafe conditions by making a list of unsafe conditions discovered.

Conditions Considered Unsafe in the Workplace

- Loose carpet
- Congested aisles
- Poor housekeeping
- Door openings and passages

Inspection Frequency

Frequency is determined by the severity of potential loss. There are four basic intervals for inspections:

Continuous – should be performed when there is a high loss severity potential, when key parts fail quickly, or when past history of failures dictates a need.

Periodic – should be made at predetermined intervals. Periodic inspections are for cords and other safety-related items which have a predictable life span.

Intermittent – should be made at irregular intervals. This type of inspection is indicated if a particular department shows an unusual number of accidents or if certain types of injuries occur with greater frequency or severity than usual.

General - include those not normally considered periodic, such as parking lots and parking garage.

CHAPTER 4

Accident Investigation

Guidelines

Accident investigation provides feedback for management that leads to improving safety performance. Accident investigation is key to improving operating methods, reducing unplanned interruptions and improving Associate morale.

Investigation Purpose

- Determine accident causes
- Eliminate the causes and prevent accidents
- Plan corrective actions to help eliminate similar accidents

Focus Areas

- How was the injury or damage incurred?
- Exactly what happened and where?
- Under what circumstances did the accident occur and why?
- Once the details have been reconstructed, what can be done to prevent a similar accident from recurring?

Benefits

Discover the causes of work interruption caused by accidents and the actions to take to gain benefits from the investigation.

- Prevent accident recurrence
- Eliminate economic losses resulting from damaged equipment and company materials
- Create an awareness of problem areas
- Discover how methods and procedures can be improved
- Identify areas in the current safety program to strengthen
- Identify topics to include in training programs
- Identify additional items to include in future safety surveys

Which Accidents to Investigate

Accidents should all be investigated to some extent. The more complicated the cause and the more serious the results, the more detailed the investigation should be.

Who Conducts the Investigation

The manager for the department should investigate because they:

- Know more about the Associate and the work area
- Have a personal interest in identifying the accident cause
- Can take immediate action to prevent an accident from recurring
- Can communicate more effectively with the Associate
- Demonstrates management concern for the Associate
- Is responsible for safe operating methods and conditions

When to Conduct an Investigation

Investigate accidents immediately, while the facts are fresh in the minds of witnesses and those who were involved since:

- Witnesses have not had a chance to talk and influence each other's thinking
- Physical conditions of the accident have not been altered
- People involved are available to report their experience
- A quick response shows management's concern for reporting, investigating and taking corrective action

Where to Investigate

Investigations should be made where the accident occurred. The materials, Associates and circumstances which give direct evidence and clues to the underlying cause are at the scene of the accident.

What to Investigate

- Placement of equipment, how it is identified, and ineffective lighting
- Type of accident, manner in which person was injured, such as falling or being struck by an object
- Part of body affected, identify part(s) of body that incurred injury
- The personal factor, reason for the person's unsafe action or practice, such as, lack of knowledge.
- Unsafe practices, any departure from an accepted normal or correct procedure

One common failing of investigation is that the investigator looks only at the obvious conditions and facts, and as a result, many related factors may go unnoticed.

How to Conduct an Investigative Interview

The interview is conducted according to the following steps:

1. Put the Associate at ease. Emphasize prevention as your goal, not fault finding.
2. Conduct the interview at the scene of the accident if possible.
3. Ask the Associate's version of the accident. Let the Associate tell the story without interruption.
4. Ask any necessary questions. Avoid any why questions at this point, as they tend to make the Associate defensive.
5. Repeat the Associate's story as you understand it. This ensures you have understood, and it allows the Associate to correct the story if necessary.
6. Close the interview on a positive note. This reaffirms the purpose of the interview and sets the tone for the rest of your investigation.

Use the same approach when interviewing witnesses. Care should be taken not to question an upset individual who has sustained an injury or emotional shock. Fill out an Accident Investigation Report from the interview and send it to the Human Resources Manager. The report tells management what actions are needed and provides the information necessary to justify expenses. The Human Resources Manager reviews the report for full investigation.

The report must include the immediate and basic causes:

Immediate causes are those unsafe conditions or actions which are closest to the accident. The extension cord which tripped the Associate, or the rotten ladder that broke while the Associate was climbing are examples of immediate causes.

Basic causes are those underlying causes which allow the immediate causes to exist. To determine basic causes, ask the question, "Why did the unsafe condition exist?" or "Why did the unsafe act take place?"

Accident Analysis

Once management has discovered the cause(s) of an accident, the problem(s) can be analyzed. Use the following process:

1. Assemble information taken from accident investigation forms and accident records.
2. Group similar information and try to determine if there is a pattern of accident causes.
3. Identify types of injuries, areas, etc., on which to concentrate.
4. Analyze injuries which cause lost time or claim funds paid.
5. Study possible solutions to the problems(s).
6. Determine alternative solutions to prevent the recurrence.

Accident Investigation and Reporting

Purpose

All accidents, no matter how minor, must be reported promptly to the manager. Since every accident includes a sequence of contributing causes, it is possible to avoid a repeat performance by recognizing and eliminating these causes. The removal of just a single cause can prevent a recurrence. Purposes include the following:

- To establish uniform guidelines for reporting and investigating to manage claims consistently.
- To expose unwarranted occupational injury or illnesses and measures to prevent reoccurrence.
- To meet OSHA accident reporting and record keeping requirements.

Administrative Policies

It is corporate policy that the Employer's First Report Of Injury Or Illness be prepared by the manager for each accident.

Medical Emergency Procedure

Call 911 when the Associate needs immediate major medical attention.

Minor Injuries Requiring Doctor or Outpatient Care

After emergency actions are taken, the manager conducts an investigation in conjunction with any witnesses to the accident, to determine the causes. The findings are documented on the Accident Form.

Major Injuries, Fatalities or Multiple Hospitalizations

Executive Management, manager and the Human Resources Manager are to be notified immediately and an investigation conducted.

In the case of a fatality or if two or more Associates are hospitalized, the Human Resources Manager reports the accident to the nearest office of the Department of Labor and Industries, by telephone within 24 hours after the accident occurs.

The report shall relate the circumstances, the number of fatalities and the extent of any injuries.

Note: Any equipment involved in an accident resulting in an immediate fatality is not to be moved until a representative of the Department of Labor and Industries investigates the accident and authorizes its removal.

Accident Documentation Procedures

The occupational injury or illness needs to be reported by the injured Associate.

The manager completes an Employer's First Report Of Injury Or Illness form.

The information recorded is used for back-up-data on claims filed, for statistical and safety studies, and for reference data for claims handling.

All accidents must be investigated to find causative facts, not to place blame, but to determine the when, where, how, and why of the accident or incident.

Accident Documentation Method

Act Quickly

Arrive at the scene promptly to assist the Associate and to obtain facts for prompt completion of the Employer's First Report Of Injury Or Illness.

Take Charge

Assume active control over the area involve

Caution

Caution personnel to refrain from picking up or removing possible evidence.

Observe and Record

Record physical evidence which may help determine the cause of the accident, illness or incident. Note unsafe mechanical defects and take measures of distances or dimensions which may be related to the accident. List other evidence; including lighting, work surfaces and general housekeeping.

Ask What Happened

Interview the injured or ill person, if possible, to gain pertinent data.

Interview the witness(s) for their version, either visual or personal knowledge of the accident, allowing each witness to relate the happenings in their own way.

Report

Record data accurately to facilitate further study and analysis.

Recommend

Determine and implement suitable corrective measures to eliminate causative factors.

Employer's First Report Of Injury Or Illness

The manager should make an immediate report of every accident. Normally the manager is the person that knows more about the accident than anyone else. It is up to the manager in most cases to put into effect those measures to prevent a similar accident from occurring.

Accident Record Keeping

The Human Resources Manager oversees the accident record-keeping and ensures that it complies with applicable Federal and State requirement.

The Human Resources Manager maintains a log (the OSHA 300A form) of occupational injuries and illnesses. The completed log is provided at the end of the calendar year. The completed log is maintained for five years after the completed date.

During the month of February, the previous year's summary portion of the log must be posted. The posting location must be highly visible.

The Human Resources Manager maintains a file for each Workers Compensation Claim, including related correspondence.

Associates are to provide information concerning injury accident directly to the manager. The manager is to complete an Employer's First Report Of Injury Or Illness and submit the report to the Human Resources Manager.

The Human Resources Manager maintains statistical information for each department's losses and provides a summary to the department.

Information to Include

The Employer's First Report Of Injury Or Illness should have certain identifying and basic information.

The information is a simple, straightforward recording of factual information relating to the accident; and in some cases, this information alone may be all that is necessary to prevent recurrence. In many cases, while the accident itself may be only a simple occurrence, a fall, a particle in the eye, an object dropped; the circumstances leading up to it may be very involved and complex. It is these circumstances, or underlying causes, that must be identified and corrected to prevent recurrence.

It is not sufficient, for example to know that a worker fell. It must be determined why they fell, what they were doing, and if something in the environment set up the condition which ended in the fall?

How to Record the Information

The amount of information obtained in an investigation varies from one case to another. In a fatal accident, the information may be quite voluminous, including statements of witnesses, doctors, and others. In minor injury accidents or non-injury accidents, a little information may cover all the facts.

No harm will come from getting too much information, but too little information could be detrimental to the effective control of accidents. For this reason, a certain minimum of information should be collected. The best way to ensure this is to use the Employer's First Report Of Injury Or Illness form.

Use the Information to Prevent Accidents

1. Correct the conditions or circumstances which contributed to the accident under investigation.
2. Correct similar conditions or circumstances existing elsewhere.
3. Discuss the accident during safety meetings

Periodically summarize and analyze Accident Reports to focus attention on the circumstances which are causing repeated accidents.

CHAPTER 5

First Aid Plan

First Aid Response Plan for SCA Facilities

When an Associate encounters an injured person, and it's apparent that this individual needs immediate outside medical attention (is unresponsive, complains of chest pain, has difficulty breathing, is bleeding uncontrollably, or is in full body seizure), the Associate is to call 911 and seek help. An attempt should be made to contact the Human Resources Manager if possible, after the call to 911.

If the injury appears to require first aid only, i.e., the injured individual is not in condition listed above, notify a management representative.

If the injured Associate is alone, they should attempt to contact a manager if assistance is needed. If assistance is not needed, the Associate should treat the injury and contact a manager.

If the injured Associate needs medical treatment, and can transport themselves to a treatment center, they are to contact the manager first for approval.

Notify the Human Resources Manager of all injuries.

911 Call Information

Should the individual be unable to transport themselves, the manager should call 911. Give the 911 dispatcher this information. Stay on the line until medical assistance arrives:

- The injured individual's location
- A description of the injury and type of accident
- Whether the injured person is conscious and breathing
- The individual's sex and approximate age
- The telephone number of the caller

First Aid Kit

A First Aid Kit is available in the break room of each location to provide immediate and effective attention. The First Aid Kit is kept in accordance with the requirement of the General Safety and Health Standards.

Occupational Injury and Illness Record Keeping

In accord with OSHA, SCA must keep the appropriate records.

1. Maintain a Log and Summary of Occupational Injuries and Illnesses for OSHA, Form 300A. Recordable Cases. Include:
 - (a) Every occupational death
 - (b) Every occupational illness
 - (c) Every occupational injury that involves
 - Unconsciousness
 - Inability to perform all phases of the regular job
 - Inability to work full time on a regular job
 - Temporary assignments to another job
 - Medical treatment OTHER than first aid
2. Keep copies of reports generated when an Associate is injured on the job.
3. During the month of February, post the completed summary portion of the OSHA 300A form for the previous year.
4. Maintain records for five years.
5. Record each injury or illness on the log as early as practical, but no later than six working days after an accident has occurred.
6. In addition to the OSHA 300A will be maintained such as worker's compensation forms.
7. Publish the name of the person responsible for record keeping and distribute to managers.

CHAPTER 6

Emergency Plan

Emergency Action Plan

Major disasters must be anticipated and procedures must be developed and mastered if the well-being of our personnel is to be protected and if we are ready to serve our community.

The following will outline measures in the event of fire or other emergency.

Remember, your conduct and actions during the first few minutes of any emergency may not only save your life, but the lives of your fellow workers and other members of the community as well.

General Information

A telephone call to the Local Fire Department (911) needs to be made if the facility is to be evacuated:

- A fire or disaster within the facility.
- An external hazardous condition threatening the facility.

“Keep Calm...Report All Fires, Smoke and Emergencies”

The person reporting the fire to the Local Fire Department provides them with the following information:

- Company Name
- Address
- What is burning (machines, paper, etc.)
- Location of the fire (roof, office, etc.)
- Type of fire (electrical, liquid, etc.)

The front desk Associate will:

- Notify office staff.
- Notify building management staff.
- Clear the aisles, hallways, offices, and others areas of personnel and visitors.
- Close all doors.
- Wait at the front entrance of the building for fire fighting equipment arrival. Direct the firefighters to the fire.
- Do not permit reentry until it is declared safe.

CHAPTER 7

Workplace Threats

Threats and Violence in the Workplace

Threats, threatening behavior, or acts of violence against Associates, visitors, guests, or other individuals by anyone in SCA offices will not be tolerated. Violations of this policy by Associates will lead to disciplinary action up to and including termination. Action which amount to criminal violations may lead to arrest and prosecution.

Safety First

Anyone who makes threats, exhibits violent or threatening behavior, or engages in violent acts on SCA property is to be removed from the premises as quickly as safety permits. The person remains off SCA premises pending the outcome of an investigation and SCA initiates an appropriate response. The response may include, but is not limited to suspension or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and or criminal prosecution of a person(s) involved.

Take Responsibility

No existing SCA policy, practice or procedure should be interpreted to prohibit any company decision or action designed to prevent a threat from being carried out, a violent act from occurring, or a threatening situation from developing.

All SCA personnel must notify a management representative of any threats which they have witnessed, received, or have been told that another person has witnessed or received.

Even without actual threat, all Associates must also report any behavior they have witnessed which they or others regard as threatening or violent. Associates are responsible for making this report regardless of the relationship between the individuals who were threatened. If the manager is not available, report the threat to a management representative.

Restraining Orders Listing Company Locations

If you obtain a personal protective or restraining order listing SCA locations, notify the Human Resources Manager. Provide copies for temporary and permanent protective or restraining orders granted. SCA has confidentiality procedures in place to protect Associate privacy. Associates who have been victims of violence or received threats of violence from family members or strangers should notify the Human Resources Manager, especially when there is any threat or suspicion that such violent acts could be carried out against the Associate in the workplace.

ATTACHMENT 1 Form: Employers First Report of Injury or Illness

TWCC CLAIM # _____

CARRIER'S CLAIM # _____

EMPLOYERS FIRST REPORT OF INJURY OR ILLNESS

1. Name (Last, First, M.I.)		2. Sex <input type="checkbox"/> F <input type="checkbox"/> M		15. Date of Injury (m-d-y)	16. Time of Injury : am <input type="checkbox"/> pm <input type="checkbox"/>	17. Date Lost Time Began (m-d-y)	
3. Social Security Number	4. Home Phone ()	5. Date of Birth (m-d-y)		18. Nature of Injury*		19. Part of Body Injured or Exposed*	
6. Does the Employee Speak English? If No, Specify Language YES <input type="checkbox"/> NO <input type="checkbox"/>				20. How and Why Injury/Illness Occurred*			
7. Race White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/>		8. Ethnicity Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/>		21. Was employee doing his regular job? YES <input type="checkbox"/> NO <input type="checkbox"/>		22. Worksite Location of Injury (stairs, dock, etc.)*	
9. Mailing Address Street or P.O. Box				23. Address Where Injury or Exposure Occurred Name of business if incident occurred on a business site			
City		State		Zip Code		County	
10. Marital Status Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/>				24. Cause of Injury (fall, tool, machine, etc.)*			
11. Number of Dependent Children		12. Spouse's Name		25. List Witnesses			
13. Doctor's Name				26. Return to work date/or expected (m-d-y)			
14. Doctor's Mailing Address (Street or P.O.Box)				27. Did employee die? YES <input type="checkbox"/> NO <input type="checkbox"/>		28. Supervisor's Name	
City		State		Zip Code		29. Date Reported (m-d-y)	

30. Date of Hire (m-d-y)	31. Was employee hired or recruited in Texas? YES <input type="checkbox"/> NO <input type="checkbox"/>	32. Length of Service in Current Position Months _____ Years _____	33. Length of Service in Occupation Months _____ Years _____
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34. Employee Payroll Classification Code	35. Occupation of Injured Worker		
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36. Rate of Pay at this Job \$ _____ Hourly \$ _____ Weekly	37. Full Work Week is: _____ Hours _____ Days	38. Last Paycheck was: \$ _____ for _____ Hours or _____ Days	39. Is employee an Owner, Partner, or Corporate Officer? YES <input type="checkbox"/> NO <input type="checkbox"/>
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40. Name and Title of Person Completing Form		41. Name of Business	
42. Business Mailing Address and Telephone Number Street or P.O. Box Telephone ()		43. Business Location (If different from mailing address) Number and Street	
City State Zip Code		City State Zip Code	

44. Federal Tax Identification Number	45. Primary North American Industry Classification System Code:(6 digit)	46. Specific NAICS Code (6 digit)	47. Texas Comptroller Taxpayer No.
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48. Workers' Compensation Insurance Company	49. Policy Number
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50. Did you request accident prevention services in past 12 months? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, did you receive them? YES <input type="checkbox"/> NO <input type="checkbox"/>	
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51. Signature and Title (READ INSTRUCTIONS ON INSTRUCTION SHEET BEFORE SIGNING) X _____ Date _____
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