

# HEALTH & SAFETY

I OWN SAFETY



## SAFETY TEAM



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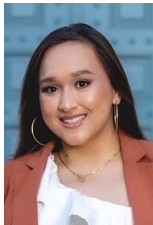
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# MANAGEMENT COMMITMENT

Atwell, LLC, is committed to a standard of health and safety excellence. We affirm to our employees, customers, and the public that we will always conduct business activities in a manner that is protective of human health, safety, and the environment. Atwell, along with our contractors and subcontractors, must manage health, safety, and environmental performance in line with this commitment.

Atwell's commitment to Health and Safety is intended to ensure that we continuously achieve superior performance, while providing an enabling environment that allows all employees to participate and work collaboratively in developing, promoting, and improving health and safety at work. To further our commitment to safety, Atwell subscribes to the following guidelines:

- Every employee holds the right and responsibility of intervening in unsafe situations. Employees are expected to refuse work if they believe that a dangerous situation or imminent danger exists.
- All employees are encouraged to seek guidance from their supervisor or the Director of Safety if they have reason to believe that Atwell's health and safety standards are being violated.
- Each employee is encouraged to adopt the "I Own Safety" motto and take personal responsibility for their own safety.

## ATWELLSAFE APP

Many policies and procedures have been developed for various regulatory and client purposes that provide more detailed information. These policies may be found on the Atwellsafe App, [atwellsafe.com](https://atwellsafe.com). The Safety Department has created an application for smartphones that can be downloaded from the iPhone Apple Store or Android GooglePlay. Use the QR code to download the app to your phone. If more details on any topic are needed contact Safety at [safety@atwell-group.com](mailto:safety@atwell-group.com).



## GOOD CATCH / NEAR MISS

### GOOD-CATCH

All employees who have a safety concern should report the issue on a Good-Catch form. This is recognition by an employee of a condition or situation that has the potential to cause an event, but the event did not happen due to corrective action and/or timely intervention by an employee. This form is located on the Atwellsafe App.

### NEAR MISS REPORTING

All employees are required to report Near Miss incidents to the field lead and supervisor. The supervisor shall complete the incident form for a Near Miss. A Near-miss is an unplanned event that did not result in injury, illness or damage but had the potential to do so. Only a fortunate break in the chain of events prevented an injury or damage.

# INCIDENT REPORTING PROCESS

1

After an incident, the employee must verbally contact safety and their Supervisor immediately. If the work-related injury is life, limb, or eyesight threatening, call 911 immediately.

2

After talking to a Safety member, the employee should contact Nurse 365 together with their supervisor to receive instructions for proper medical attention for injuries that are not life, limb, or eyesight threatening.

3

After verbal notification, gather the details of the incident, then fill out the Incident Reporting Form found on the Atwellsafe app or scan this QR code.



4

The supervisor is responsible for having the employee complete the Incident Reporting Form and submit through the Atwellsafe app.

5

All employees involved in a major incident or work-related injury who require the care of a physician may be subject to drug and alcohol screening.

6

**Incident Contact Information:**

- Jack Pope 918.703.0334
- Harold Ford 850.756.8525
- John “JJ” Bland 304.627.8891
- Tommy Watford 850.851.9574
- Bill Oswald 303.515.0071

## NURSE 365

If an employee has sustained a work-related injury that is **NOT** life, limb or eyesight threatening, call Priority Care 365 to speak with a nurse at: **1-855-288-9490**  
 Available 24 hours a day / 7 days a week / 365 days a year  
 Provide the following: Company Name: **Atwell**  
 Location code: **4020193-XX** (for last two numbers - see chart below).

Atwell Office	Location ID	Atwell Office	Location ID	Atwell Office	Location ID	Atwell Office	Location ID
Annapolis, MD	4020193-65	Fort Meyers, FL	4020193-44	Maitland, FL	4020193-46	San Antonio, TX	4020193-24
Ann Arbor, MI	4020193-03	Greenwood, CO	4020193-32	Marietta, GA	4020193-27	Sarasota, FL	4020193-52
Austin, TX	4020193-37	Herber City, UT	4020193-67	Mesa, AZ	4020193-04	Seattle, WA	4020193-61
Bonita Springs, FL	4020193-43	Houston, TX	4020193-16	Mill Creek, WA	4020193-62	Scottsdale, AZ	4020193-29
Boulder, CO	4020193-38	Independence, OH	4020193-12	Mitchellville, MD	4020193-56	Shelby Twp., MI	4020193-36
Bradenton, FL	4020193-55	Jacksonville, FL	4020193-53	Naperville, IL	4020193-09	Southfield, MI	4020193-01
Cadillac, MI	4020193-02	Kirkland, WA	4020193-60	New York, NY	4020193-59	Tacoma, WA	4020193-68
Canonsburg, PA	4020193-25	Lakewood, OH	4020193-57	Orlando, FL	4020193-42	Tampa, FL	4020193-47
Dallas, TX	4020193-30	Lakewood, CO	4020193-07	Palm Beach, FL	4020193-54	Woodinville, WA	4020193-66
Durango, CO	4020193-63	Lawrenceville, GA	4020193-33	Plano, TX	4020193-49		
Fort Meyers, FL(Camino)	4020193-64	London, ON, CA	4020193-18	Portland, OR	4020193-40		
RVi Office	Location ID	RVi Office	Location ID	RVi Office	Location ID	RVi Office	Location ID
Austin, TX	4020193-22	Bonita Springs, FL	4020193-43	Orlando, FL	4020193-42	Tampa, FL	4020193-47
Asheville, NC	4020193-51	Fort Myers, FL	4020193-44	Scottsdale, AZ	4020193-48		
SCS Field Only	Location ID						
	4020193-35						