



INNOVATIONS MANUFACTURING SAFETY MANUAL

2023

Version: 2

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Innovations Manufacturing, Inc. (IM-Inc) (the Company)

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HSE Policy Statement

Innovations Manufacturing is Committed to Exceptional Team Safety Performance

- Innovations Manufacturing, Inc. (the Company) is committed to providing and maintaining a safe and healthy workplace for all of its employees.
- It is the philosophy of the Company that safety performance is a key indication of organizational excellence, therefore, safety must be incorporated into the everyday business process of the Company.
- The Company will meet or exceed regulatory Health, Safety and Environment (HSE) standards.
- Management will consider all employee suggestions for achieving a safer, healthier workplace through the organization of a safety committee that includes employer and employee representatives who are responsible for recommending safety and health improvements in the workplace.
- The Company is fully committed to the pursuit of the highest product and service quality while holding safety as a core value that ensures no harm to people and no damage to the environment.
- Innovations Manufacturing subscribes to the following key disciplines of business execution as its foundation for maintaining an injury free work environment:

Goal:

- To protect our Workers, the Environment, our Assets, and our Reputation by targeting zero accidents

Leading Measures:

- Have a good plan, that
- Identifies and mitigates the hazards, and
- Stop Work when something is not right

Performance Expectations:

- Measure the safety performance of the team
- Maintain a compelling scorecard
- Motivate team members through risk and reward

Accountability:

- Accountability is accomplished through the application of expectations, training, coaching, and continual improvement

All Company employees are expected to participate in the safety and health program activities including pre-job safety planning, wearing required personal protective equipment, attending safety meetings, reporting workplace hazards and unsafe work practices and reporting accidents, near misses, and good catches immediately to their supervisors.

Every employee of the Company has an obligation to stop unsafe acts from occurring or continuing- if you see a hazard, you own the hazard and you are expected to eliminate or mitigate the hazard immediately!

Owen Bunker
President & CEO

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Scope & Responsibilities

Scope

This Health Safety & Environmental (HSE) Manual is intended as a reference tool for Innovations Manufacturing, Inc. employees and contractors who provide services on behalf of the Company. The health, safety, and environmental (HSE) information in this manual is intended to provide an overview of the work practice health, safety, and environmental policies and expectations that are required.

Each employee, in the interest of personal safety, must assume the responsibility for following the instructions and requirements covered in this safety manual, and each contractor must have safety policies, procedures, and best work practices that at a minimum meet the requirements of the requirements published within this manual. However, the HSE procedures within this manual may be adopted for use by contractors and consultants who do not meet the requirements outlined in this manual. To the extent that the contents of this manual or any portion thereof conflicts with any provision of the agreement between Innovations Manufacturing and its contractors, the provisions of the agreement will maintain control.

Common sense and experience must be applied when considering safety on any specific work assignment. If you are not familiar with a particular work process or procedure it is required that you seek advice and direction from your supervisor prior to beginning work.

The content of this Manual may not provide all the necessary information for a specific job or task, so it is important to always check manufacturer recommendations and other sources such as the safety data sheets or weather forecasts to see if special work procedures are required for a specific job, task, location, or condition.

At Innovations Manufacturing, we believe it is very important that our employees and contractors adopt a culture, or way of thinking, that all incidents are preventable. To assist in helping build this culture, we have created the Four Disciplines of Safety (4DS) that provides a brief overview of how we can get 95% of the way to our goal while only utilizing 5% of our time on the 4DS.



1. Goal:

To protect our Workers, the Environment, our Assets, and our Reputation by targeting zero accidents.

2. Leading Measures:

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3. Performance Expectations:

- Measure the safety performance of the team
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General Responsibilities

Housekeeping

All worksites shall be kept clean and free from materials or equipment that could cause workers to slip or trip. A floor or other surface used by any worker shall be kept free of obstructions, hazards and accumulations of refuse.

The Company requires that all worksites be maintained as and kept as clean as is reasonably practicable.

Safe Equipment Maintenance

Every employee of the Company has a duty to ensure our work site machines and equipment maintain a high level of efficiency and safety readiness. We shall ensure that all equipment is maintained at intervals that are sufficient to ensure the safe functioning of the equipment. All equipment is to be maintained, safe to perform, adequate strength for its purpose and free from obvious defects. Damaged and faulty equipment reporting procedures have been implemented and are available at the Company Solution Center www.im-safety.com.

Where a defect is found in equipment, the Company will ensure that steps are taken immediately to protect the health and safety of any worker who may be at risk until the defect is corrected.

Any worker who knows or has reason to believe that equipment or machinery is not in a safe condition shall immediately report the condition of the equipment to their supervisor and/or the Damaged and Faulty Equipment Form located at the company solution center so that repairs can be made.

Impairment

No person shall enter or remain at any workplace of employment while the person's behavior or ability to work is affected by alcohol, intoxicating beverages, drugs, or other substance that will or could impair their abilities to perform their duties safely.

Improper Conduct

All workers shall engage in proper activity or behavior. Improper behavior that might create or constitute a hazard to any person is not acceptable. Improper activity or behavior includes horseplay, scuffling, fighting, practical jokes, and unnecessary running or jumping.

Industrial Hygiene

Where a worker is exposed to a potential hazard of injury to the eye due to contact with a biological or chemical substance, an eyewash fountain shall be provided.

A worker who may be exposed to a biological, chemical, or physical agents that may endanger the worker's safety or health shall be adequately trained to perform the task safely.

No food, drink, or tobacco shall be taken into any room, area, or place where any substance that is poisonous by ingestion is exposed.

Protective clothing or other safety device that has been worn next to the skin shall be cleaned and disinfected prior to being worn by another worker.

Workers who handle or use corrosive, poisonous, or other substances likely to endanger their health shall be provided with washing facilities with clean water, soap and individual towels.

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**Smoking**

Smoking is prohibited in areas where explosives, flammable liquids or gases, and combustible dust or fibers are processed, stored, or could potentially become present.

HSE Program Enforcement

Disciplinary Policy

The company's policy is to maintain a work environment that is as safe as possible for all employees and to operate in accordance with all laws and regulations. We expect each person to always act in a mature and responsible manner. Employees who violate safety procedures are subject to disciplinary action up to and including termination.

Disciplinary Action

Any employee who violates a procedure or policy is subject to one or more the following actions:

- A verbal and/or written reprimand
- Suspension without pay
- Termination

The department manager and supervisor will determine disciplinary action based upon the seriousness of the violation, their job position, their responsibilities, and the offending employee's record of prior violations. Infractions will usually result in the application of progressive disciplinary action.

Immediate Dismissal

The following actions are of such seriousness that they may result in immediate dismissal without notice:

- Failure to report an incident/accident in a timely manner or ignoring incident reporting procedures/guidelines.
- Failure to report an incident.
- Willful violation of any company policy or any deliberate action which could be reasonably expected to cause injury or damage to Company owned property.
- Being under the influence of drugs or alcohol.
- Theft from the Company or co-workers.
- Intentionally lying or hiding the truth to deceive the Company.