



# **INJURY & ILLNESS PREVENTION PROGRAM**

## Injury & Illness Prevention Program

### EXECUTIVE MANAGEMENT COMMITMENT & POLICY STATEMENT

Advantage Solutions has achieved an industry-leading reputation for our ability to provide outstanding sales and marketing services to all our clients and customers. This can be attributed to the leadership and team spirit engrained in the company culture.

The same commitment to excellence and teamwork that has attracted and retained our many loyal clients is also essential in creating a safe work environment. This Injury Illness Prevention Program (IIPP) was designed to assist all Associates on a pathway to an injury-free organization.

As an Advantage Solutions leader, it is your primary responsibility to create a safe and healthy environment for all our Associates. In accepting this responsibility, you are committing to Advantage Solutions' safety program that is outlined in this handbook. Advantage Solutions' health and safety team will develop and maintain this IIPP consistent with the best practices within our industry.

We encourage everyone to be familiar with the program and actively work to achieve its main objective: a healthy, supportive and accident-free environment in which everyone can work and succeed.

Supervisors play a key and critical role in ensuring they educate, instruct and encourage safe work practices. All Associates should exercise **care, courage, and pride:**

- **Care** to look out for themselves and the people around them, caring enough to do the job right so everyone goes home safely at the end of the day.
- **Courage** to be brave enough to ask questions, have tough conversations, and refrain from a task if something doesn't seem quite right.
- **Pride** in not only finishing an assignment on time and on budget but finishing it without taking safety risks.

Policies and programs are not enough to keep our Associates safe. Everyone at Advantage Solutions is responsible for safety. By working together as a team, we can all make Advantage Solutions a safe and healthy place to work for everybody, every day.



Dave Peacock  
Chief Executive Officer  
Advantage Solutions

## **Injury & Illness Prevention Program**

### **INTRODUCTION**

Every California employer must establish, implement and maintain a written Injury and Illness Prevention (IIP) Program and a copy must be maintained at each workplace or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written injury and illness prevention program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following elements:

- Program Responsibilities
- Safety Policy Compliance
- Associate Communications
- Safety Committee
- Hazard Assessment
- Hazard Correction
- Accident/Exposure Investigation
- Safety and Health Training
- Associate access to the IIP Program
- Recordkeeping Requirements

We believe Advantage Solutions' program meets and exceeds California state requirements.

## Injury & Illness Prevention Program

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## **Injury & Illness Prevention Program**

### **PROGRAM RESPONSIBILITIES**

Advantage Solutions and all its related entities, including but not limited to Advantage Sales & Marketing, LLC, Club Demonstration Services Inc., and SAS Retail Services, LLC, is committed to the well-being of its associates. One aspect of this commitment is the ongoing effort to provide a healthy and safe place for associates to work.

The following description of responsibilities outline the roles of management and associates. By effectively using Advantage Solutions resources to maintain a good working environment, we can ensure full compliance with all state and federal regulations with minimum administrative burden.

The Injury and Illness Prevention (“IIP”) Program allows and encourages associates to communicate with all levels of management on safety and health matters. The IIP Program also provides ways for management to keep associates informed about matters important to their health and safety.

### **Overall Program Responsibility**

#### **Executive Leadership**

While all members of executive leadership are responsible for safety and health in the workplace, the Safety team has overall responsibility for the safety program.

Responsibilities in safety include but are not limited to:

- Overall responsibility for supporting policy and program implementation.
- Allocating appropriate resources to adequately implement the policy and program.
- Provide active leadership by participation, example and a demonstrated interest in the program.

## **Injury & Illness Prevention Program**

**Program Administrator – Ryan Gardea (Safety Manager, Phone 888-900-4276, Email: [safety@advantagesolutions.net](mailto:safety@advantagesolutions.net))**

The Safety Manager will:

- Coordinate the safety and health activities for all offices and field Associates.
- Keep up-to-date information on local, state and federal safety and health regulations, and keep all levels of management informed of the laws and standards which affect Advantage Solutions' operations.
- Plan, organize and coordinate safety and health training.
- Review incident investigation reports, hazard reports, incident reports, and inspection reports to identify any trends in incidents or hazards.
- Implement, track, and document corrective actions. This documentation will be retained by Safety Manager for a period of no less than 12 months.
- In consultation with medical providers, encourage each supervisor to return any injured associate to meaningful employment following any injury.
- Maintain liaisons with outside agencies and vendors for loss control services.
- Keep management informed of safety and health activities.
- Review the potential safety and/or health hazards of all new processes, methods or materials introduced into the many different work locations.
- Assist in investigation and analysis of incidents involving injuries or illness.

## **Injury & Illness Prevention Program**

### **Safety Coordinator**

Each office location will have a Safety Coordinator who will:

- Review Safety and Health programs annually with associates and perform safety inspections.
- Ensure corrective measures on identified hazards are completed promptly.
- Maintain an Associate bulletin board at the office and verify that required safety and other regulatory notices are posted.
- Act as a resource for managers and associates on matters of safety and health.
- Respond promptly to associate safety suggestions and concerns and forward these to the Safety Manager.
- Generate ideas to improve safety practices.

## **Injury & Illness Prevention Program**

### **Managers and Supervisors**

All Regional & Area Managers and Supervisors will:

- Complete the new associate safety orientation procedure and administer ongoing safety training.
- Keep informed about safety and health regulations affecting the operations they supervise.
- Ensure that every associate can complete each assigned task in a safe manner.
- Ensure that work areas are inspected quarterly and any hazards brought to the attention of the manager or supervisor are remedied immediately.
- Ensure that associates follow all safety and health regulations and work practices, including using required personal protective equipment.
- Investigate incidents that may occur and identify and recommend the corrective action necessary to prevent a similar incident from occurring.
- Implement all necessary corrective actions.
- Report, without delay, any unsafe or unhealthful conditions or near miss incidents that cannot be corrected quickly.
- Assist in generating ideas to improve safe practices, safety programs, training needs, etc.



## **Injury & Illness Prevention Program**

### **Associates**

All associates are responsible for their own safety, as well as the safety of those around them. Associates will:

- Participate in all health and safety education and training activities.
- Report, without delay, any unsafe or unhealthful conditions to their supervisors.
- Follow all safety and health regulations and rules.
- Work in a safe manner at all times and use their provided safety equipment
- Promptly report any work-related injury or illness or near miss incidents to their supervisors and/or managers.

## **Injury & Illness Prevention Program**

### **SAFETY POLICY COMPLIANCE**

It is Advantage Solutions' intention to provide a work environment as free of safety and health hazards as possible for associates. Doing so will minimize occupational injuries and illness that can have tragic effects on the lives of associates.

The safety system relies on good management practices and uses progressive disciplinary actions up to and including termination. Associates who violate or fail to comply with Advantage Solutions' safety policies and standards will be subject to disciplinary action, as per company progressive disciplinary policies.

All managers and supervisors are responsible for the following:

- Communicating the IIP Program and any safety policies and rules to associates at the time of hire and any time a policy or rule is updated or changed.
- Establishing safe job procedures and training associates on the same.
- Reviewing all job procedures to ensure that any assigned task can be completed safely. This includes assessing the physical requirements of the task as well as the physical abilities of those assigned to perform it.
- Enforcing safety rules to ensure associates comply with established safety practices.
- Observing associates' work practices and communicating any potential problem observed to that associate immediately.

Unsafe job procedures are not to be tolerated. Any member of management observing unsafe job behavior is expected to bring it to the attention of the person's supervisor. Steps should be taken immediately to correct the behavior, including disciplinary action.

Advantage Solutions always encourages positive reinforcement of good safe work behaviors. This strategy can be reinforced by recognition of the associate's efforts in Department meetings and other recognition vehicles for positive contributions to the company.

## Injury & Illness Prevention Program

### **ASSOCIATE COMMUNICATIONS**

Advantage Solutions' IIP Program is designed to encourage communication between the company and associates on safety and health matters. No procedures or work practices shall impede the communication process.

#### **Communication Overview**

All associates are encouraged to inform their supervisor of any concern they have about the potential hazards of their workplace. In addition, associates may also discuss their concerns with Human Resources or the Safety Manager.

There are many methods that Advantage Solutions can use to inform associates of health and safety matters. However, regardless of the method used, Advantage Solutions is responsible for assuring that associates understand the situation and what actions both management and the associate must take.

Subjects for communications include the following:

- Safe work practices and rules must be clearly communicated to associates beginning on their first day of employment.
- Health and safety updates may be communicated via training sessions, job aids, newsletters, emails, and/or by posting on Advantage Solutions' website.
- Safety suggestions from any associate can be directed to anyone in management or to a direct manager, supervisor, department head or the Safety Manager for consideration; the submissions may be anonymous.
- Monthly safety topics will be provided to supervisors to discuss with their associates.
- Outside service providers may be called upon to provide training or education materials for specific areas of concern.
- Ongoing job-related training is an important way for associates to keep abreast of current job conditions.
- Corporate Safety Committee to meet no less than quarterly to implement strategies that improve workplace safety.

*No associate shall be discriminated against for reporting accidents, hazards or potential hazards, or for making safety suggestions.*

## **Injury & Illness Prevention Program**

### **SAFETY COMMITTEE**

The Safety Manager is responsible for organizing and chairing a Safety Committee comprised of representation from various departments. The purpose of the Safety Committee includes reviewing and recommending policies and procedures necessary for effective safety program implementation and analyzing safety management issues and developing recommendations for resolving them.

The goal of the committee is to mitigate loss-producing exposures. Additional items that may be addressed by the Safety Committee include but are not limited to development of emergency evacuation procedures, a wellness program, and safety training. Documentation of the meeting will be maintained on the Safety Committee Meeting Minutes form (see Appendix).

### **General Responsibilities**

Responsibilities of the Safety Committee include the following:

- Meet regularly, but no less than quarterly.
- Prepare and make available to affected associates written records of the safety and health issues discussed at the committee meetings.
- Review results of the periodic scheduled worksite inspections.
- Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances, and where appropriate, submit suggestions to management for the prevention of future incidents.
- Review investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions.
- Submit recommendations to assist in the evaluation of associate safety suggestions.
- Upon request from Cal/OSHA, verify abatement action taken by the employer to abate citations issued by Cal/OSHA.
- Evaluate the effectiveness of control measures used to protect associates from safety and health hazards in the workplace.
- Participate in safety training and monitor/evaluate workplace safety and training programs.

**Injury & Illness Prevention Program**

**HAZARD ASSESSMENT**

To maintain a safe and healthful workplace there must be ways to identify hazards. Unsafe work practices can cause more incidents than unsafe conditions, so company efforts should focus on both unsafe work practices and unsafe physical conditions when evaluating work areas.

Continual monitoring of loss runs is used by the Advantage Solutions to identify trends or areas and areas of safety improvements. Periodic safety inspections and audits performed for the purpose of identifying actual or potential hazards and reducing risk of injury will be made at each facility by a Safety Coordinator and by Supervisors who are in the field during 'work-withs'.

<b>Competent Person Designation</b>	
<b>Name</b>	<b>Department</b>

Checklists have been designed to assist in these measures and found in the Appendix section of this IIP Program.

Associates are responsible for inspecting their work area on a daily basis and for promptly reporting unsafe or unhealthful conditions to their immediate supervisor, HR Manager, Office Manager/Administrator or Department Head.

Managers and supervisors are responsible for routine inspection of their areas of responsibility.

Safety Coordinator will use the Safety Checklist (see Appendix) to document premises audits. Audits should be done at least once a year.

**Associates** are responsible for working safely. Pre-planning work tasks, inspecting work areas for hazards, and using good judgment to perform job tasks in a safe manner. All unsafe conditions should be reported immediately to direct management team or to Human Resources or the Safety Manager.

**Supervisors** will constantly observe how their associates are performing work tasks as well as give them feedback when working safely and unsafely. Guidelines to working safely are located in the Code of Safety Practices located in the appendix.

## Injury & Illness Prevention Program

### HAZARD CORRECTION

To maintain a safe and healthful workplace requires identifying and correcting hazardous workplace conditions. Knowing and failing to correct hazardous or potentially hazardous situations is against company policy -- no manager or supervisor shall knowingly allow a hazardous condition to exist which may result in injury or occupational illness.

### Responsibilities

#### Associates

All associates are responsible for using prescribed work practices to prevent injury and to participate in training and education sessions. Associates should also make recommendations for changes in the workplace or in work practices which will improve job safety and performance. Associates may make these changes when within their level of authority and expertise, after seeking approval from the Supervisor/Dept. Head and the Safety Manager to ensure that the changes do not adversely affect other operations.

#### Department Heads, Managers and Supervisors

Department Heads, Managers and Supervisors are responsible for making changes in operations and work practices that improve the job performance of the people in their areas of responsibility.

Action may be required on an "emergency" basis to respond to a new hazard. If the necessary correction involves a capital expenditure, the business leader can authorize the expense.

Corrective action will generally fall under one of these categories:

- Engineering or Mechanical Controls, or Job Redesign: This is the preferred method since it usually eliminates or reduces the hazard and may be a permanent solution. This includes workstation or lighting adjustments in an office. Cal/OSHA requires this solution whenever possible.
- Training: Once correct job procedures have been established, associates will be trained in the proper (and safe) methods to do each task. Training will be documented. All new associates will be trained before beginning job duties.
- Administrative Controls: Limiting the amount of time an associate is exposed to a repetitive operation, or rotating a task among associates, is an effective solution for many typical retail and office exposures.

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- Personal Protective Equipment: In retail merchandising, step stools for reaching upper shelves may be provided. Gloves may also be provided if working with frozen foods. Safety belts may be provided to any associate who requests one and/or whose doctor recommends that he/she wear one. In the office, ergonomic aids like glare screens, wrist rests and eyewear specifically geared for computer work are also personal protective equipment and should be used when appropriate in conjunction with other corrective actions.

Finding the most appropriate type(s) of corrective action will involve several techniques:

- Interview affected associate(s).
- Research and evaluate solutions used by other industries.
- Obtain medical advice and recommendations.

Advantage Solutions is required to have a documented plan for corrective action as well as documentation showing the corrective action taken.

There are several procedures to do this:

- Remove all associates from areas where imminent danger exists until condition can be corrected.
- Retail premises conditions that need repair (such as a pothole in a parking lot or defect in a store floor) which have caused an accident will be inventoried on the Retail Safety Inspection Checklist and the retail store manager will be contacted for action to eliminate the work hazard. The Safety Manager will work with Office Administration to handle regional and national office repairs of unsafe conditions.
- Training and reinforcement training will be the responsibility of Supervisors and Managers. On-line training records will be documented. All training performed by Supervisors will be documented.
- Job modifications may be indicated for individuals with disabilities under Workers Compensation or ADA/FMLA (or state/local equivalents), either temporarily or permanently. The associate, Supervisor, or Department Head and Human Resources, with the Safety Manager, will work in concert to develop medically appropriate solutions.
- Safety inspections may reveal hazards or unsafe conditions that require correction. Corrective action will be taken at the store or in the office by the Supervisor, Department Head and/or Safety Manager.

## Injury & Illness Prevention Program

### ACCIDENT/EXPOSURE INVESTIGATION

All incidents resulting in injury or lost time, as well as “near misses,” will be investigated to determine the cause of the incident. Non-injury incidents will be reviewed to determine if there is a potential for bodily harm should the same incident re- occur.

Incident Investigations are automatically sent out by our Origami Risk Management System (RMS) and once completed are submitted and housed in the RMS system along with the incident file. An Incident Investigation form can be found in the appendix.

#### Responsibilities:

The associate’s direct Manager/Supervisor is responsible for incident investigations, as they are most familiar with conditions and work practices in their areas of responsibility and because of their on-going communication with the involved associates. Investigations must be done as soon as possible after an incident, but no later than within 48 hours of the incident so that information is fresh in the minds of the associate and witnesses.

The Safety Manager may provide assistance and should also be notified to assist with any post-incident clean up that may be required.

The results of an incident investigation will be reviewed by the Safety Manager and in some cases company management to determine that corrective action was complete.

Steps for a thorough and effective investigation include:

- Keeping the area in which the incident occurred frozen and evacuated.
- Gathering facts about the incident: what happened, who was involved, where did it occur, when did it occur, how did it happen and why did it happen.
- Interviewing the associate(s) involved, if possible, asking them to recount, step-by-step, the sequence of events leading up to the incident.
- Gathering statements from witnesses.
- Taking pictures or drawing diagrams of the incident scene.
- Determining what corrective actions are needed.
- Providing written details including recommendations for corrective actions.
- Determining if the same or a similar incident could occur in other areas of the facility in which the incident occurred.
- Following-up on recommended corrective actions to make sure they are implemented and effective.



## Injury & Illness Prevention Program

### SAFETY AND HEALTH TRAINING

Safety training topics will be reviewed on an annual basis by the Safety Manager and Training Team. Safety training and documentation is automated through our Talent Management Portal. Records are kept indefinitely. In accordance with Cal/OSHA regulations, there are several different types of safety training for Advantage Solutions' Associates:

- A general safety orientation training curriculum for new, rehired or transferred associates. This training includes topics for defensive driving, material handling, slips trips falls, factors that contribute to unsafe and safe work environment, backroom safety, using tools properly, ergonomics for standing, etc.
- Job-specific training whenever Associates receive new tasks or assignments.
- Job specific training whenever new substances, processes, procedures or equipment are introduced to the workflow that present new hazards.
- Job specific training whenever the company becomes aware of new or previously unrecognized hazards.
- Managers and supervisors are trained to familiarize themselves with the safety and health hazards to which those under their direction and control may be exposed.

### New-Hire Training

Safety education and training for Associates is initiated at the time of employment, re-employment or transfer. Training will be arranged and documented by the associate's supervisor.

During the first week of employment, Associates will receive training in Advantage's safety policies, including:

- Familiarization with the general safety rules.
- The requirement for immediately reporting all injuries and an overview of how medical treatment will be provided.
- The necessity for reporting all unsafe conditions to retail supervisors or department heads and the procedure to do so.

Our Associate Safety Orientation Checklist (being revised and will be called Safety Handbook) will be used to guide the new hire training.

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### Ongoing Training

Managers and supervisors have the continuing responsibility for ensuring that all associates under their direction understand the hazards to which they may be exposed, the potential effect of these hazards, and how to avoid them.

Formalized on-line safety training will be conducted monthly or on an as needed basis for reinforcement

## **Injury & Illness Prevention Program**

### **ASSOCIATE ACCESS TO THE IIP PROGRAM**

Advantage associates, or their designated representatives, have the right to examine and receive a copy of our IIP Program. This will be accomplished by using one of the following two methods:

- Provide access within a reasonable timeframe (but in no event no later than five (5) business days after the request for access is received), at a reasonable place, and in a reasonable manner.
  - Whenever an associate or their designated representative requests a copy of the Program, Advantage will provide the requester with a printed copy, unless the associate or designated representative agrees to receive an electronic copy of the Program.
  - One printed copy of the Program will be provided free of charge. If the associate or their designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, Advantage may charge reasonable, non-discriminatory reproduction costs for the additional copies.
- Provide unobstructed access through Connects Hub, a company website, which allows an associate to review, print, and email the current version of the Program. Unobstructed access means that the associate, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Any copy provided to an associate or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIP Programs, we may limit access to the IIP Program applicable to the associate requesting it.

An associate must provide written authorization in order to make someone their "designated representative." A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIP Program. The written authorization must include the following information:

- The name and signature of the associate authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

## **Injury & Illness Prevention Program**

### **RECORDKEEPING RESPONSIBILITIES**

Advantage has taken the following steps to implement and maintain our Injury and Illness Prevention Program:

- Maintains records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form. Forms are kept for 5 years from the date conducted.
- Maintains documentation of safety and health training for each associate, including the associate's name or other identifier, training dates, type(s) of training, and training providers; this documentation is recorded in the company's Learning Management System. Training records are kept through the lifecycle of employment plus 5 years.
- Maintains incident investigation reports in the company's Origami Risk Management System.
- Maintains records of all work-related injuries or illnesses in the company's Origami Risk Management System. A record of each work-related injury and/or illness must be made within 24 hours of the first report of injury.
- Posts OSHA 300 logs from February 1 to April 30 each year in a place where associate notices are normally posted; these will be retained for a period of five years.

# APPENDIX

## Injury & Illness Prevention Program

### CODE OF SAFE PRACTICES

#### Office/Corporate Associates

1. All injuries, no matter how minor, must be reported immediately per the Workers' Compensation Reporting procedures.
2. Report unsafe conditions in the workplace, including defective or malfunctioning equipment and workstation deficiencies, to your supervisor immediately.
3. All entrances and exit routes must be kept open and unobstructed. Walkways and stairways must be clear of obstacles. Exit doors must remain unlocked from the inside and comply with fire safety regulations.
4. If unsure of how to operate any equipment or perform any assigned task, ask your supervisor before proceeding.
5. In the event of fire or other disaster, warn co-workers in the area, notify the receptionist, and evacuate the area. Gather at the designated location. Only trained workers should attempt to respond to a fire or other emergency.
6. Personal protective and safety equipment should be worn or used in any area for which it has been issued. This includes ergonomic aids.
7. Use only the proper tools and equipment for the job. Do not use defective tools or equipment. If the proper tool is not available, request assistance from your supervisor before proceeding.
8. Get assistance in lifting any item which is so bulky, awkward, or heavy that you feel you are unable to lift it safely.
9. If a repetitive task causes you discomfort, or you feel it is unsafe or unhealthy, report it to your supervisor immediately.
10. Cabinet doors, drawers and filing cabinets should be kept closed at all times. Do not stack materials on top of cabinets or cupboards where they could injure someone if they fell.
11. All electrical equipment must be grounded. Personal heaters or fans should be inspected and approved by the Office Manager before using. Use of extension cords must be approved by the Office Manager. Cords may not cross walkways, aisles or access areas.
12. Smoking may or may not be permitted in designated areas. Possession, use, or working under the influence of alcohol or illegal drugs is not permitted on premises owned or controlled by Advantage Solutions. Any associate who violates this policy is subject to disciplinary action up to and including immediate termination.
13. Cleaning supplies and chemicals should not be stored near edible items in kitchen areas.

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### **Auto Safety**

#### **Electronic Device Use While Driving for Company Business Policy**

Associates should not use electronic devices while operating a motor vehicle while performing company business. This includes, but is not limited to:

1. Answering or making phone calls.
2. Engaging in phone conversations.
3. Reading or responding to e-mails, text, and other messages.
4. Accessing the Internet.
5. In an emergency, drive to a safe location, pull over, and put the vehicle in "Park" before calling to report an emergency.

#### **Safe Driving Suggestions**

1. Put cell phones or tablets on vibrate or silent mode, or turn the device off, before starting the car.
2. Pull over to a safe place and put the vehicle in "Park" if a call must be made or received, or to adjust a Global Positioning System (GPS).
3. Modify your voice mail greeting to indicate you are unavailable to answer calls or return messages while driving.
4. Inform clients, associates and business partners of company policy to explain why calls may not be returned immediately.
5. Operate the vehicle in accordance with all traffic laws, signals, and markings and with additional consideration given to traffic and weather conditions.
6. Operate the vehicle in accordance with the principles of defensive driving. Always be on the alert and prepared to compensate for the unpredictable actions of other drivers and pedestrians.
7. Wear seatbelts when operating a motor vehicle or whenever your motor vehicle is in motion.
8. Exercise due diligence and always drive safely.
9. Avoid distractions while driving.
10. Refrain from driving when under the influence of alcohol, drugs or when using medications which are not to be used while operating machinery.
11. Never operate or enter a vehicle when any physical or mental impairment disallows the driver to operate a motor vehicle safely. This prohibition includes circumstances in which the driver is temporarily unable to operate a vehicle safely or legally due to illness, medication, or intoxication.
12. Always ensure your vehicle is free of controlled drugs, illicit drugs, and open alcohol containers prior to entering the vehicle.
13. Promptly attend to tickets for traffic violations, illegal parking, etc.
14. Provide routine maintenance for your vehicle as outlined in your owner's manual that came with your vehicle. Routine maintenance includes, but is not limited to oil and filter changes, tire rotation, tire replacement and brake maintenance.
15. Ensure the vehicle driven meets company or legal standards for insurance, maintenance, and safety.
16. Never load a vehicle with merchandise and/or equipment in excess of the vehicle's stated capacity.
17. Possess a current, unrestricted driver's license always.

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18. Maintain the security of the vehicle and its contents.
19. Notify your supervisor and the Human Resources Department immediately if your license is suspended or revoked or if you have had a traffic incident while on company business.
20. Within 24 hours report any company related vehicle incident, theft, or damage to their supervisors and to the Human Resources Department regardless of the extent of the situation.
21. Report all auto incidents to the company per company guidelines.
22. Cooperate fully with authorities in all events.

### **Lifting Procedures**

1. Use mechanical aid devices when transporting heavy objects. Consider using a cart or a dolly to transport files, boxes, and supplies. Use a grocery cart to transport supplies from your vehicle to the retail establishment.
2. Plan the move before lifting; remove obstructions from your chosen pathway.
3. Test the weight of the load before lifting by pushing the load along its resting surface.
4. Get assistance from a co-worker if necessary, to handle a heavy or awkward load. Coordinate and communicate your movements with those of your co-worker.
5. Position your feet shoulder width apart with one foot slightly in front of the other.
6. Bend at the knees and keep your back straight.
7. Get a firm grip on the object with your hands and fingers. Use handles when they are present.
8. Do not lift anything if your hands are greasy or wet.
9. Watch out for sharp corners or jagged edges.
10. Hold objects as close to your body as possible.
11. Perform lifting movements smoothly and gradually; do not jerk the load.
12. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
13. Set down objects in the same manner as you picked them up, except in reverse.
14. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table, work surface or bench and then adjust your grip before lifting it higher.

### **Office Safety**

1. Keep your own area safe.
2. Keep file drawers and desk drawers closed when not in use.
3. Do not open more than one drawer of a file cabinet at a time, particularly the two top drawers of tall file cabinets.
4. Never overload file cabinet drawers. Fill bottom drawers first. Always use handles to open drawers.
5. Be sure the electrical and computer cords for your office machines are not a tripping hazard.



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6. When leaving your desk make sure your chair isn't left in an aisle where someone may trip over it.
7. Be sure desk drawers are clean and sharp objects are not left unprotected.
8. Keep floors clear, clean and unobstructed. Pick up pencils, paper clips and other objects that could cause someone to trip or slip.
9. Adjust your chair or keyboard height so that your wrists are straight when operating the keys or mouse. Use a chair that provides adequate back support and posture. Adjust area lighting or computer monitor position to reduce glare on the screen. Rest your eyes periodically to reduce strain.
10. Whenever relocating office machines, associates should exercise proper judgment, lifting techniques, and seek assistance when needed.
11. High heels and backless shoes may contribute to serious falls in the office or on stairs. Use extreme caution when wearing high heels and backless shoes.
12. Do not stand on or utilize chairs for storing or retrieving materials from elevated places.
13. Do not lean back in chairs. All legs of the chair should always be on the floor.
14. Make sure electrical cords are in good condition and properly grounded.
15. When you notice an unsafe condition, correct it. If you can't immediately correct it, report it to your supervisor.
16. Do not store anything in front of or against doors, exits, electrical panels or fire extinguishers.
17. Never store boxes or other materials where people might trip.

### **Stairs**

1. Use handrails when ascending or descending stairs or ramps.
2. Do not run on stairs or take more than one step at a time.
3. Do not jump from ramps, platforms, ladders, or step stools.

### **File Cabinets/Desks**

1. Use the handle when closing doors, drawers, and files.
2. Close drawers immediately after use.
3. Open one file cabinet drawer at a time.
4. Put heavy files in the lower drawers of file cabinets.

### **Sharp Objects**

1. Carry pencils, scissors, and other sharp objects with the points down.
2. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
3. Use a staple remover, not your fingers, for removing staples.
4. Keep the paper cutter handle in the closed/locked position when it is not in use.
5. Do not use the paper cutter if the finger guard is missing.
6. Do not place your fingers in or near the feed of a paper shredder.

## Injury & Illness Prevention Program

### Electrical

1. Turn off and unplug office machines before repairing, lubricating, or cleaning them.
2. Do not use extension or power cords that have the ground prong removed or broken off.
3. Do not connect multiple electrical devices into a single outlet.
4. Do not use frayed, cut or cracked electrical cords.

### Computer Workstation Guidelines

#### Posture

1. Feet flat on floor.
2. Knees should be at about a 90-degree angle (or more).
3. Adjust chair to provide lower back support.
4. Hip angle slightly more than 90 degrees.
5. Shoulders relaxed.
6. Elbows at about a 90-degree angle.
7. Wrists are straight when keyboarding and /or using a mouse.
8. Tip head slightly down to view screen.
9. Shift your position throughout the day to keep muscles loose and ease tension.

#### Keyboard

1. Place on stable level surface.
2. Keyboard should be directly in front of you with top of home row about elbow height.
3. A padded wrist rest should be used to support your hands.
4. Use a light touch—don't pound!

#### Monitor

1. Top of screen should be at, or just below, eye level.
2. If you wear bifocals you may need to lower your monitor below eye level or wear glasses for computer use to maintain a neutral neck posture.
3. Sit comfortable viewing distance from screen (where comfortable) from eye to screen).
4. Tilt screen to minimize glare and close window blinds. Attempt to position front of monitor perpendicular to windows.
5. Keep screen clean.
6. Set brightness and contrast levels to achieve crisp letters, against background.

#### Work Materials

1. Source materials should be at same height, angle, and distance as computer screen.
2. Keyboard shall be in front of you as you type with other materials arranged to the sides of the monitor.
3. Document holders will be provided based on assessment of need.

## **Injury & Illness Prevention Program**

### **Powered Equipment and Machinery (including Forklift Trucks)**

1. Never use or operate powered equipment or machinery of any type unless it is approved and you have been trained and authorized by your supervisor. Always ask your supervisor if you have any questions regarding the proper or safe operation of powered equipment or machinery.
2. Inspect equipment and machinery daily prior to use.
3. Report damaged or unsafe equipment and machinery immediately. Damaged or unsafe equipment and machinery are to be marked or labeled "DEFECTIVE" and secured.
4. Never wear loose clothing, jewelry, or long hair that is not tied back and bound, around machinery with unguarded moving parts.
5. Do not leave equipment running unattended.
6. Only operate equipment with guards in place.

### **Workplace Violence/Security**

1. A verbal threat or physical assault against another person is considered an act of violence and offenders are subject to disciplinary action.
2. Physical damage caused to company property is considered a violent act and offenders are subject to disciplinary action.
3. Report suspicious persons whenever you have a concern over your personal safety/security when performing your job.
4. Avoid physical conflict and report any observation of a violent act to your supervisor.
5. Report threats or concerns over potential for violence from spouses, acquaintances, etc. that might affect you or co-workers in the workplace or during the performance of your job.

## Injury & Illness Prevention Program

### Warehouse/Field Associates

#### Lifting

1. Plan the move before lifting to ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6-12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand in an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

#### Repetitive Motions

1. Take frequent breaks throughout the day to give your body a chance to rest between tasks.
2. Maintain good posture when sitting and standing, as awkward postures amplify the strain on muscles, tendons and nerves.
3. Work at comfortable speeds.
4. Maintain your flexibility by warming up your muscles before you begin working for the day. Perform stretching exercises for your hands, wrists, back and neck to avoid problems.

#### Awkward Postures

When working in awkward postures, your body parts are significantly altered from their neutral positions. This can lead to musculoskeletal disorders and injuries. To reduce your risk of injury, keep your body parts in neutral positions and stop what you are doing if you must exert excessive force to get a task done.

#### Fatigue

Fatigue can set in after being on the job for several hours. This can not only affect your physical strength; it can also affect your mental sharpness. To avoid fatigue (muscle tightness, aches,

## **Injury & Illness Prevention Program**

pains and mental cloudiness), take short breaks throughout the day to allow your body to recover. Posture is also very important and will impact fatigue. Make sure to be aware of your posture throughout the day. When standing for long periods of time, make sure your knees are not locked and shift your weight to give each side of your body a break.

### **Hand Tool Safety**

1. Tag worn, damaged or defective tools as "Out of Service" and do not use them.
2. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
3. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
6. Do not perform "make-shift" repairs to tools.
7. Do not throw tools from one location to another or from one associate to another.
8. When climbing, transport hand tools in toolboxes or tool belts; do not carry tools in your hands or clothing.

### **Ladders & Stepladders**

1. Read and follow the manufacturer's instruction label affixed to the ladder. Review the weight capacity on the ladder and ensure that your weight and any tools you may be carrying or utilizing do not exceed the rated weight capacity.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease and remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway, doorway or at a blind corner without posting warning signs or cones that detour pedestrian traffic.
5. Allow only one person on a ladder at a time.
6. Face the ladder when climbing up or down it.
7. Always maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder.
8. When performing work from a ladder, face it and do not lean backward or sideways.
9. Do not jump from ladders or step stools onto the ground or other surface.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use a ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least three feet above the edge of the landing.
14. Secure a ladder in place by having another associate hold it, if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.

## Injury & Illness Prevention Program

16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.
18. Review the ANSI capacity rating label on the ladder outer rail to ensure it is of adequate capacity based on user weight and anticipated live loads.

### Electrical Safety

#### General Electrical Safety

1. Extension cords are allowed only for use during the shift.
2. Keep electric cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
  - a. Exit doors
  - b. Aisles
  - c. Electrical panels
  - d. Fire extinguishers.

#### Electric Shock Hazard Prevention

1. Use ground fault circuit interrupters (GFCIs) when using cord and plug tools or equipment.
2. Use battery or low voltage work lights whenever possible.
3. Use double-insulated tools and equipment that are distinctively marked as such.
4. Visually inspect all electrical equipment before use. Remove any equipment with frayed cords, missing ground prongs, cracked tool casings, etc.
5. Avoid standing in wet areas when using portable electric tools.

#### Forklift Safety and Pedestrian Safety

Forklifts, pallet jacks and other equipment used to move heavy objects around the facility pose a significant hazard to associate and member safety if ignored.

1. All personnel must be alert and make eye contact with the forklift driver when they hear a forklift approaching.
2. Ensure the forklift driver acknowledges your presence and clearly gives you the right of way, either verbally or with a hand signal. **Do not cross into the forklift's path without being 100% sure the forklift driver has given you the clearance.**
3. Always follow the directions of a forklift spotter who is accountable to ensure the safety of personnel around a forklift during its operation.
4. Remember that forklifts operating on the other side of the "steel" loading pallets may accidentally push a pallet or items on a pallet across the steel causing it to fall on the other side. This can cause a very serious injury. **Never stand under a forklift loading merchandise or on the opposite side of the steel until the merchandise is secure and the forklift has completely**

## Injury & Illness Prevention Program

**removed forks from the pallet.**

5. Associates should avoid cross the receiving department dock during extremely busy periods.
6. Associates working on the floor prior to warehouse opening should keep to one side of the main aisle.

**Personal Protective Equipment (PPE)**

Using PPE requires hazard awareness and training on the part of the user. The use of the PPE does not eliminate the hazard. If the equipment fails, user exposure will occur. To reduce the possibility of failure, our Organization will ensure the equipment is properly fitted and maintained in a clean and serviceable condition.

Selection of the proper piece of PPE for the job is important. A workplace assessment of this company's operations has been made. Listed below are the types of PPE required by your employer while working in the below described departments and operations.

**Hand Protection**

Hand injuries are caused by cuts, and/or hazardous chemical contact. Associates must use appropriate hand protection when the associate's hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations, abrasions or punctures; The following table should be used as a guide for proper glove selection.

<u>Exposure</u>	<u>Who is Exposed</u>	<u>Type of PPE</u>
Cuts or Lacerations when using knives	Associates	ASTM ANSI Cut Resistance Level 1 Glove
Abrasions or punctures from handling materials with rough or sharp objects	Associates	ASTM ANSI Cut Resistance Level 1 Glove

**Eye Protection**

Eye injuries can occur from small objects or flying debris depending on the job task.

Safety glasses or goggles must be worn in situations where there is a risk of eye injuries.

**Foot Protection**

Foot injuries are caused when there's a risk of injury from objects falling or rolling on to the foot or piercing the sole, and/or due to loss of traction resulting in a slip, trip or fall. Associates are required to wear a sturdy, flat, closed toe and non-slip sole work boot or shoe when working on demo and remodeling/reset projects.

**Carts**

1. When using carts, avoid pulling whenever possible. In the act of pulling a load, the carts could come into contact with legs or other parts of the body. Push the cart in the direction you want to go. Pushing helps to avoid twisting and takes less effort because body weight aids in force exertion.
2. Keep items stacked on carts well below eye level. Items stacked on a cart should never block one's line of sight and should be stable. You must be able to easily see over the top of the

## **Injury & Illness Prevention Program**

load. Bending to the side to see around it can lead to injuries, too.

3. Limit the weight of the load on the cart because the greater the force that is necessary to push the load, the greater the risk of injury.
4. Avoid awkward posturing and forceful exertion with good housekeeping practices to ensure that floors are clean and free of objects that can result in slips, trips or falls.



## **Injury & Illness Prevention Program**

### **Product Demonstration Associates**

#### **Setting up Your Demonstration Equipment and Display**

Preparation of many activities that involve moving objects from one area to another always requires physical exertion. As such, proper care must be given continuously to not only ensure that such activities are carried out in a safe manner, but that the preparation equipment and area is free of potential hazards. Additionally, attention should be given to the following areas:

1. Prior to taking equipment to the designated area, check tables, legs on each table and any electrical equipment that is to be used during the demonstration to ensure that the equipment is in good working condition.
2. Table legs on demo tables should be sturdy, electrical cords connected to microwaves, toasters and other electrical appliances must be fully connected and free of damage that could generate a fire or other situations that could be dangerous.
3. Heavy equipment must be lifted and transported to its designated area with the help of another person. Correct lifting procedures must also be followed to eliminate potential back injuries. If the equipment is too heavy, ask for a helper to avoid injury.
4. Upon arrival to your demo area, make sure the area is clean, free of spills, trash or any other substances that could cause a slip or fall. Check electrical outlets for workability and make sure the outlet can be easily accessed.
5. Appropriately arrange demo materials on the demo cart in a manner that will ensure manageability, accessibility, and comfort. Don't make your job any harder than it has to be.
6. After connecting appliances to outlets, if using an extension cord, make sure excess cord is placed out of the way to eliminate the possibility of tripping. Obtain duct tape (gray thick tape) and tape excess cord to floor to ensure that cord does not sometime later become dislodged potentially causing a trip or fall. Never tape a power cord across an aisle or walkway
7. While serving product, periodically check the work area for trash, spills, etc., and remove immediately to eliminate the possibility of an accident occurring.

#### **Securing Your Unattended Demonstration Area**

1. If a demonstration requires the use of an electrical appliance, always make sure the appliance is never left unattended while in use. Unplug the appliance from the electrical outlet and carefully secure it by placing it in an area that will not be exposed to the public. However, prior to doing this, make sure the appliance has cooled down enough to prevent an injury to the person handling it.
2. Remove knives, scissors, forks and any other utensils or sharp objects that may have been used for the demonstration.
3. Make sure containers that hold liquids are tightly closed and placed in a safe and secured area.
4. Do one last minute inspection of your area to make sure you have not overlooked anything. Remove any trash or debris from your demo area.
5. Remember not to leave any demo product on your table.

#### **Walk-In Freezer Safety**

The walk-in freezer can be a dangerous area. Because personnel that do not work for Advantage use the freezer, we must make sure that while working in the freezer or retrieving or storing product, we are always aware of its general safety appearance. People tend to haphazardly stack merchandise, endangering those who must utilize the freezer space. Listed below are some general safety tips that will help ensure the safety of Advantage associates.

## **Injury & Illness Prevention Program**

1. Only Event Managers, Asst. Event Managers, Shift Supervisors, and Lead Sales Advisors are authorized to go in and out of the walk-in freezers.
2. While inside the freezer, associates should either leave the door partially open or use some type of barrier that will give indication to others that someone is inside the freezer and the door should not be completely closed.
3. Spills tend to occur in the walk-in freezer. Make sure that prior to entering the freezer, associates scan the floor and shelves to ensure that it is safe to easily move around in the freezer and surrounding areas.
4. While inside the freezer, associates should walk slowly and avoid areas that appear to be iced over. The freezer will on occasion accumulate ice, making the ability to walk risky.
5. When having to stack product in the freezer, do not stack merchandise in areas that are hard to get to. Others may need to retrieve the product and product that is difficult to reach, can pose a problem and increase the risk of injury.
6. Associates should never try to overload their carrying capacity to avoid making an extra trip to the freezer. That extra trip is much safer than being loaded down with product and not being able to safely navigate the exit from the freezer.

Any product that is left over and will be used the following day must be secured in the same manner that is used for closing down the demo area. Liquids must be tightly secured and stored in appropriate containers and subsequently placed in a safe area.

## Injury & Illness Prevention Program

### Forklift Safety and Pedestrian Safety

Forklifts, pallet jacks and other equipment used to move heavy objects around the warehouse pose a significant hazard to associate and member safety if ignored.

1. All personnel must be alert and make eye contact with the forklift driver when they hear a forklift approaching.
2. Ensure the forklift driver acknowledges your presence and clearly gives you the right of way, either verbally or with a hand signal. Do not cross into the forklift's path without being 100% sure the forklift driver has given you the clearance.
3. Place a chain with sign or warning cone across the entrance door when going inside the cooler or freezer. This is the only way to let a forklift driver know you are inside working.
4. Always follow the directions of a forklift spotter who is accountable to ensure the safety of personnel around a forklift during its operation.
5. Remember that forklifts operating on the other side of the "steel" loading pallets may accidentally push a pallet or items on a pallet across the steel causing it to fall on the other side. This can cause a very serious injury. Never stand under a forklift loading merchandise or on the opposite side of the steel until the merchandise is secure and the forklift has completely removed forks from the pallet.
6. Associates should avoid crossing the receiving department dock during extremely busy periods.
7. Associates working on the floor prior to warehouse opening should keep to one side of the main aisle.

### Electrical Safety

1. Extension cords are allowed only for use during the shift and should be inspected prior to each use. Any damaged cords should not be used and brought to the attention of a Manager immediately.
2. Keep electric cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
  - a. Emergency Exit Doors and aisle ways
  - b. Electrical panels (36 inches of clearance)
  - c. Fire extinguishers.
  - d. Eyewash stations

### Personal Protective Equipment (PPE)

Using PPE requires hazard awareness and training on the part of the user. The use of the PPE does not eliminate the hazard. If the equipment fails, user exposure will occur. To reduce the possibility of failure, our Organization will ensure the equipment is properly fitted and maintained in a clean and serviceable condition.

Selection of the proper piece of PPE for the job is important. A workplace assessment of this company's operations has been made. Listed below are the types of PPE required by your employer while working in the below described departments and operations.

## Injury & Illness Prevention Program

### Hand Protection

Hand injuries are caused by burns, cuts, and/or hazardous chemical contact. Associates must use appropriate hand protection when the associate's hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; abrasions; punctures; thermal burns; and harmful temperature extremes.

The following table should be used as a guide for proper glove selection.

Exposure	Who is Exposed	Type of PPE
Skin Absorption of harmful substances when using cleaning chemicals	Sales Associates Warehouse	Rubber or Nitrile glove
Cuts or Lacerations when using knives for food prep and demo	Sales Associates	ASTM ANSI Cut Resistance Level 5 Glove
Thermal Burns or harmful temperatures from working with ovens and microwaves	Sales Associates	Oven mitts or potholders
Abrasions or punctures from handling materials with rough or sharp objects	Warehouse	ASTM ANSI Cut Resistance Level 1 Glove

### Fatigue Prevention (Fatigue Mats)

Standing for long periods of time in one place on a hard surface can cause bodily stress and fatigue. This exposure exists when our Sales Associates are demonstrating product. Anti-fatigue mats will be provided to protect against this exposure. Inspect mats to make sure they are in good condition and safely placed at your work area.

### Eye Protection

Eye injuries can occur from grease splashes when using deep fat fryer or skillet. This exposure exists when our Sales Associates are demonstrating product. ANSI Z87.1 labeled safety glasses may be worn during cooking demonstrations to protect against this exposure.

### Safe Knife Handling

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Use a knife that has been sharpened; do not use knives that have dull blades.
4. Do not use knives that have broken or loose handles.
5. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
6. Do not pick up knives by their blades.
7. Carry knives with their tips pointed towards the floor.
8. Do not carry knives, scissors or other sharp tools in your pockets or an apron unless they are first placed in their sheath or holder.
9. Do not attempt to catch a falling knife.

## **Injury & Illness Prevention Program**

### **Carts**

1. When using carts, avoid pulling whenever possible. In the act of pulling a load, the carts could come into contact with legs or other parts of the body. Push the cart in the direction you want to go. Pushing helps to avoid twisting and takes less effort because body weight aids in force exertion.
2. Keep items stacked on carts well below eye level. Items stacked on a cart should never block one's line of sight and should be stable. You must be able to easily see over the top of the load. Bending to the side to see around it can lead to injuries, too.
3. Limit the weight of the load on the cart because the greater the force that is necessary to push the load, the greater the risk of injury.
4. Avoid awkward posturing and forceful exertion with good housekeeping practices to ensure that floors are clean and free of objects that can result in slips, trips or falls.

### **Ladders & Stepladders**

1. Read and follow the manufacturer's instruction label affixed to the ladder. Review the weight capacity on the ladder and ensure that your weight and any tools you may be carrying or utilizing do not exceed the rated weight capacity.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease and remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway, doorway or at a blind corner without posting warning signs or cones that detour pedestrian traffic.
5. Allow only one person on a ladder at a time.
6. Face the ladder when climbing up or down it.
7. Always maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder.
8. When performing work from a ladder, face it and do not lean backward or sideways. Do not jump from ladders or step stools onto the ground or other surface.
9. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use a ladder or stepstool.
10. Do not stand on the top two rungs of any ladder.
11. Do not stand on a ladder that wobbles to the left or right of center.
12. When using a straight or extension ladder, extend the top of the ladder at least three feet above the edge of the landing.
13. Secure a ladder in place by having another associate hold it, if it cannot be tied to the structure.
14. Do not move a rolling ladder while someone is on it.
15. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
16. Do not carry items in your hands while climbing up or down a ladder.
17. Review the ANSI capacity rating label on the ladder outer rail to ensure it is of adequate capacity based on user weight and anticipated live loads.

## Injury & Illness Prevention Program

### Acknowledgement Form

Advantage is firmly committed to your safety and will do everything possible to prevent workplace accidents. Advantage values you not only as an associate as a human being critical to the success of your family, the local community, and Advantage. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Advantage policies and procedures. Failure to comply with these policies may result in disciplinary action, up to and including termination.

To help achieve a safe and healthy workplace, Advantage subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Advantage in higher regard with customers, and increases productivity. Therefore, Advantage associates are expected to comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for associates. Consequently, Advantage is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Associates are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from Team Members where safety and health are concerned.
6. Management and supervisors will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all associates and persons affected or associated in any way with the this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Advantage must be involved in and committed to safety. This must be a team effort. All associates are expected to immediately report an unsafe condition or behavior to their Manager. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm I have received, read, and understood Advantage's IIP Program. I further confirm that I have read and understood all policies, programs, and actions as described, and that I will comply with these set policies.

Associate Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Injury & Illness Prevention Program**

**SAFETY ORIENTATION VERIFICATION**

Name of Associate: \_\_\_\_\_

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

Position: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

**Safety and Health Issues**

<b>Topic</b>	<b>Items Reviewed</b>	<b>Associate's Initials</b>	<b>Managers Initials</b>
Injury & Illness Prevention Program	<ul style="list-style-type: none"> <li>• Location of program</li> <li>• Review of program</li> </ul>		
General Safety Rules	<ul style="list-style-type: none"> <li>• Review of rules</li> </ul>		
Emergency Procedures	<ul style="list-style-type: none"> <li>• Emergency exits, shut down procedures</li> <li>• Emergency contacts</li> </ul>		
Housekeeping	<ul style="list-style-type: none"> <li>• Proper storage and cleaning equipment</li> <li>• Office rules</li> </ul>		
Personal Protective Equipment	<ul style="list-style-type: none"> <li>• PPE available for use</li> </ul>		
Hazard Communication Standards	<ul style="list-style-type: none"> <li>• Safety Data Sheets (SDS)</li> <li>• Review and Training Video</li> </ul>		
Proper Lifting Techniques	<ul style="list-style-type: none"> <li>• Review proper lifting techniques and buddy (team lift) system</li> </ul>		
Reporting Unsafe Conditions	<ul style="list-style-type: none"> <li>• Reporting unsafe conditions</li> <li>• Notification of large spills</li> </ul>		
Fire Extinguisher & Evacuation	<ul style="list-style-type: none"> <li>• Location of fire extinguishers</li> <li>• Evacuation procedures</li> </ul>		
Reporting of Injuries	<ul style="list-style-type: none"> <li>• How to report injuries</li> </ul>		

I, \_\_\_\_\_, have been trained and instructed in the following and agree to follow all Company safety and health rules, policies and procedures.

\_\_\_\_\_  
Associate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Manager Signature

\_\_\_\_\_  
Date

**Injury & Illness Prevention Program**

**SAFETY INSPECTION CHECKLIST**

CDS Monthly Safety Inspection Report		
INSPECTED BY _____	DATE _____	
INSPECTION	Safe	At Risk
RECOMMENDATIONS		
1. UNSAFE ACTS OF EMPLOYEES - Watch for the following in all areas used by CDS: Disorderly piling or arranging of material/equipment. Using defective equipment. Using improper utensils or equipment for the job being done.		
2. EXERTION – Buddy system used, supporting team lifting on items more than 20 lbs., pushing carts observed? Employees lifting improperly, or handling loads that are too heavy.		
3. FLOORS – Area around demo table (12ft) clean and free of slip/trip hazards?		
4. AISLES - Are they obstructed, cluttered, trip/slip hazards, objects on floor, pallets/skids in aisles?		
5. DEMO UTENSILS – Knives, cookware, etc. in good condition. Are cutting edges of knives sharp? Are tools adequate for the job being done and otherwise in good condition?		
6. LADDERS - Are they standard construction and in good condition? Labels on ladder legible? Are they being used properly? Returned to designated storage place after use?		
7. MATERIAL HANDLING EQUIPMENT - Check carts, storage shelving, items 30lbs or greater stored between 24-64 inches off the floor.		
8. HOUSEKEEPING - Storage bins and racks orderly? Trash & obsolete materials disposed of properly? Items to be saved neatly stored & stacked to prevent falling.		



## Injury & Illness Prevention Program

9. PERSONAL PROTECTIVE EQUIPMENT (PPE) - Is proper personal protective equipment available? Used? Maintained in good condition? Observe employees working during demo to see if they are using available PPE									
Burn Protection	Yes	No	Action taken	Chemical	Yes	No	Anti - Fatigue mats	Yes	No
Oven Mitts				Safety Goggles available			Good condition		
<a href="#">Pot Holders</a>							Poor condition		
Caution Hot Sign				Gloves available for chemical use			Placed correctly		
Exhaust Guards									
				Action taken			Action taken		
10. CHEMICAL STORAGE – Stored below food or equipment:				Yes	No	Action taken			
11. GLASS STORAGE - Glass Containers Stored Below 4'									
12. Ensure that equipment is inspected and in good repair: Check cords, ground plugs, equipment is good working condition. Are ovens, microwaves and other equipment grounded? Any extension cords missing ground prong, cords frayed? Wiring on equipment good condition free of splices and frayed ends?									
Extension cords	14 gauge/15 amps for microwaves and ovens		Yes	No					
Microwaves									
Ovens									
Skillets/Pots									
Other									

**Injury & Illness Prevention Program**

<b>SAS Safety Inspection Report</b>			
INSPECTED BY _____	DATE _____		
<b>INSPECTION</b>	<b>Yes</b>	<b>No</b>	<b>RECOMMENDATIONS</b>
1. UNSAFE ACTS OF ASSOCIATES - Watch for the following in all areas inspected: Using equipment without authority. Insecure or disorderly piling or arranging of material. Using defective tools or equipment. Lifting improperly, or handling loads that are too heavy. Using improper tools or equipment for the job being done. Failure to use personal protective equipment. Horseplay. Etc.			
2. STAIRWAYS - Hand rails provided & in good condition? Lighting adequate?			
3. FLOORS - Are there holes, slippery, loose tiles, torn carpet?			
4. AISLES - Are they obstructed, cluttered or unmarked? Trip/slip hazards?			
5. HAND TOOLS –Are tools adequate for the job being done and otherwise in good condition?			
6. FIRE HAZARDS - inspect firefighting equipment – are fire extinguisher unobstructed and located within 75-feet of each workstation? Are flammables stored properly?			
7. LADDERS - Are they standard construction and in good condition? Labels provided and legible? Are they being used properly? Returned to designated storage place after use?			
8. ELECTRICAL - Are electrical tools grounded? Any open electrical outlets, junction boxes, switches? Wiring in good condition free of splices and frayed ends?			
9. HOUSEKEEPING - Storage bins and racks orderly? Trash & obsolete materials disposed of properly? Items to be saved neatly stored & stacked to prevent falling.			
10. PERSONAL PROTECTIVE EQUIPMENT - Is proper personal protective equipment available? Used? Maintained in good condition?			
11. LIGHTING - Check for proper kind and amount of light on work benches, machines, desks, stairways and general work area.			
12. FIRST AID - Are supplies provided? Do they include gloves, two way mouth valves and goggles? If permitted or required by regulation has the Panel of Physicians poster been posted?			
13. MATERIAL HANDLING EQUIPMENT - Check hand trucks, and carts, storage shelving.			
14. BUILDING ENTRANCES & PREMISES - Any blind spots? Stumbling or slip/trip hazards?			
15. OTHER: _____			

**Injury & Illness Prevention Program**

**SAFETY COMMITTEE MEETING MINUTES**

Location	Date		Time
Attendees			
Name		Department	
Meeting Minutes			
Introduction			
Discussion of New Safety Hazards and Concerns			
Review of Recent Safety Incidents and Investigations			
Review of Safety Suggestions Submitted to the Committee			
Review of Scheduled Safety Hazard Inspections			
Additional Discussion Items			
Open Action Items			
Action Item	Person Responsible	Date Assigned	Date Due

**Injury & Illness Prevention Program**

**HAZARD REPORT FORM**

Location (Procedure, equipment, or process involved)	
What condition(s) or practice(s) could cause injury or property damage?	
Did you observe this condition or practice?	Yes                      No
What could be done to improve these conditions or practices?	
Signed (optional) _____	
Dept. _____	Date _____
Manager's Comments:	
What has been done to correct these conditions or practices?	
Additional action is required as follows:	
Discussed with associate on (date) _____ Not discussed with associate	
_____	
Manager's Signature _____ Date _____	
Safety Coordinator Comments:	
Further recommendations to correct these conditions or practices:	
Signed _____ Date _____	

**Injury & Illness Prevention Program**

**INCIDENT INVESTIGATION FORM**

**Section 1**

Facility or Job Site	Department
<input type="text"/>	<input type="text"/>
Exact location of the Accident/Incident	Date of Occurrence
<input type="text"/>	<input type="text"/>
Time	Date reported
<input type="text"/>	<input type="text"/>
Person reporting Incident	Occupation
<input type="text"/>	<input type="text"/>
Costs if any	Date of report
<input type="text"/>	<input type="text"/>
Names of witness's	
<input type="text"/>	
Please complete attached witness statement to this report.	

**Section 2 General Information**

Injured person name	Occupation
<input type="text"/>	<input type="text"/>
Part of body injured	Nature of injury/ illness
<input type="text"/>	<input type="text"/>
Object/ equipment/ substance inflecting	Person with most control of item
<input type="text"/>	<input type="text"/>
Was injured person taken to hospital?	Which Hospital?
<input type="text"/>	<input type="text"/>
How was worker transported?	Name of those who attended
<input type="text"/>	<input type="text"/>

**Section 3 Property Damage**

Property Damaged	Estimated costs
<input type="text"/>	<input type="text"/>
Actual costs	Nature of Damage
<input type="text"/>	<input type="text"/>

## Injury & Illness Prevention Program

### Section 4 DESCRIPTION OF ACCIDENT / INCIDENT

Describe clearly how the incident occurred:

Attach additional information to this report and label as Section 4.1

### Section 5 – Analysis of Causes

Please describe what immediate causes or what substandard acts or conditions contributed directly to this incident.

Attach additional information to this report and label as Section 5.1

### Section 6 – Analysis of Causes as listed previously.

What personal factors were basic causes of this incident, please explain.

Inadequate Capability:

Lack of Knowledge:

Lack of Skill:

Physical or Mental Stress:

Improper Motivation:

Attach additional information to this report and label as Section 6.1

### Section 7 - What Job Factors were basic causes of this incident? Please explain

Inadequate Engineering:

Inadequate Tools or Equipment:

Inadequate Purchasing:

Wear and Tear:

Contractor Activity:

Improper Work Method or Standard:

Inadequate Direction:

Inadequate Maintenance:

Abuse or Misuse:

**Injury & Illness Prevention Program**

Vandalism or Sabotage:

Attach additional information to this report and label as Section 7.1

**Section 8- Evaluation of Potential if not corrected**

Major	Serious	Minor

**Section 9 - Probability of Recurrence**

Frequent	Occasional	Seldom

**Section 10 Prevention**

Action Plan—what has or should be done to prevent similar loss?

Attach additional information to this report and label as Section 10.1

Name of Investigator: \_\_\_\_\_

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_

## Injury & Illness Prevention Program

### Section 11- Witness Statements:

Witness Name: \_\_\_\_\_ Location at time of incident/ accident: \_\_\_\_\_

Activity at the time of the incident/ accident: \_\_\_\_\_

In the witnesses' own words, describe what was seen and/or heard?

Witness Name: \_\_\_\_\_ Location at time of incident/ accident: \_\_\_\_\_

Activity at the time of the incident/ accident: \_\_\_\_\_

In the witnesses' own words, describe what was seen and/or heard?

Witness Name: \_\_\_\_\_ Location at time of incident/ accident: \_\_\_\_\_

Activity at the time of the incident/ accident: \_\_\_\_\_

In the witnesses' own words, describe what was seen and/or heard?