



IMMUNOTEK™
SAFETY

First. Last. Always.

CORPORATE SAFETY MANUAL

**Your guide to facilitating safe behaviors and encouraging
innovation that reduces risk and injuries.**



Corporate Safety Manual

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Vision Statement

Together, we commit to fostering an environment where every individual feels valued, respected, and supported in prioritizing safety above all else. Empowering a culture where safety is ingrained in every action, decision, and interaction ensures a safe and secure environment for all. Through continuous learning, proactive measures, and collective responsibility, we strive to create a workplace that champions the well-being and security of every member of our company. We aim to achieve zero harm and foster trust, innovation, and sustainable growth. **SAFETY: First. Last. Always!**

1.0. Scope and Purpose

At ImmunoTek, our top priority is to ensure a safe and healthy working environment for all our employees, vendors, and visitors. To achieve this goal, the Corporate Safety Team has developed this Manual to aid in the prevention of injuries, illnesses, and fatalities resulting from work-related incidents.

The Corporate Safety Manual is a framework for implementing a robust safety program in Southlake, Texas; Lafayette, Louisiana; and remote sites. All employees and supervisors must adhere to its guidelines. Additionally, it offers official guidance to the Corporate Safety Committee (CSC) Members, facilitating communication of responsibilities and standardizing meeting conduct. It is also a reference document for sharing with non-committee members and new appointees. Corporate Safety Committee Members should access this document electronically or retain copies for reference when planning and conducting Corporate Safety Committee business.

2.0. Safety Manual Overview

This Manual applies to all departments within the corporate offices and remote corporate employees. It is a foundation for supervisors to incorporate appropriate safety measures specific to their respective work areas. The protocols and expectations outlined in this Manual are tailored to our corporate facilities, support departments, and resources. They represent a set of universally recognized and accepted safe practices.

This handbook is designed to:

- Provide guidance to the Corporate Safety Committee
- Outline roles and responsibilities and administrative procedures
- Serve as a quick reference guide to managing Corporate Safety Committee activities
- Supply meeting forms

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2.1 Development, Maintenance, and Revision Process

The guidance provided by ImmunoTek leadership has played a crucial role in shaping the components outlined in this Manual. The Corporate Safety Committee will oversee the development and upkeep of all materials in this Manual. This Manual will be evaluated annually; any updates will be formally submitted to the Corporate Safety Board for review and approval.

2.2 Regulatory Agencies

We adhere to regulations and guidelines from regulatory bodies including, but not limited to, the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA).

3.0 Safety Manual Elements

The Corporate Safety Program prioritizes preventing and safeguarding against injuries and illnesses while promoting a culture of safe and health-conscious attitudes and behaviors. The following guidelines pertain to all employees in our corporate operations and activities.

- **Prevention:** Our corporate safety team and committee prioritize implementing strategies to prevent incidents that may harm our employees, vendors, and visitors.
- **Surveillance:** In compliance with legal, regulatory, and company directives, the Corporate Safety Team and Committee will provide video surveillance footage of any injuries, illnesses, or safety incidents.
- **Protection and Control:** We maintain a hazard control system that includes engineering controls (e.g., Fire Alarms, etc.), utilization of less hazardous alternatives, administrative procedures (e.g., Emergency Response Guide), and provision of personal protective equipment for our employees' safety (e.g., Protective eyewear, gloves, etc.)
- **Emergency Preparedness and Response (**Reference Emergency Response Guide**):** The corporate safety team and committee will actively identify potential situations that may require advanced preparation and urgent actions. Each corporate location will have an **Emergency Response Guide** containing contingency plans and procedures to address fire, medical emergencies, first aid incidents, chemical hazards, adverse weather conditions, and other critical incidents.
- **Education, Promotion, and Training:** Promoting health and safety awareness is a top priority among our corporate supervisors, employees, vendors, and visitors. Through thorough orientation programs and regularly scheduled safety education and training sessions specific to their roles, we strive to ensure that all individuals are well-informed about health and safety practices in our company.
- **Notification and Communication:** The Corporate Safety Team and Committee will be responsible for informing employees, vendors, and visitors of any exposure or potential exposure to hazardous substances or conditions. This includes notifying individuals of the risks associated with such exposures.
- **Confidentiality:** ImmunoTek, working closely with the Corporate Safety Team and Committee, will maintain strict confidentiality of individual employee health and exposure records.
- **Program Evaluation:** To ensure continued effectiveness, the Corporate Safety Team and Committee will evaluate the program's policies and procedures annually. This evaluation will assess whether they remain relevant and appropriate and if they meet or exceed current health and safety standards.

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4.0 Roles and Responsibilities

4.1 Center Leadership and Regional Operations Managers

Center Leadership will foster a culture of safety and employee engagement by soliciting feedback on safety concerns, encouraging employee participation in safety initiatives, and recognizing and rewarding safety achievements. Operations is responsible for implementing and enforcing center safety policies and procedures established by the organization's safety committee and outlined in SOPs SAF-001 – SAF-007. This includes:

- Ensuring that employees are aware of and adhere to safety protocols in their day-to-day activities.
- Investigating accidents, near misses, and other incidents to determine root causes, implementing corrective actions to prevent recurrence, and completing effectiveness checks.
- Developing and implementing emergency response plans and procedures to effectively respond to emergencies such as fires, chemical spills, medical emergencies, and natural disasters.
- Conducting drills and training exercises to ensure employees are prepared to respond appropriately in emergencies.
- Ensuring employees have access to the necessary safety equipment, tools, and resources to perform their jobs safely. This may include providing and maintaining PPE, safety signage, fire extinguishers, first aid kits, and emergency response equipment.
- Continuously monitoring and evaluating safety performance metrics and trends to identify areas for improvement.
- Collaborating with other departments to implement proactive measures and initiatives to enhance workplace safety and prevent accidents or injuries.

Regional Operations Managers are responsible for ensuring the centers have the required processes in place. They will be directly accountable for implementing Corrective and Preventive Actions (CAPA), keeping them on track, ensuring they are not overdue, and verifying their effectiveness. Their role includes driving the centers to complete required activities. Additionally, they are responsible for tracking and analyzing root causes, focusing on the underlying issues rather than specific incidents.

4.2 Human Resource Business Partner (HRBP) and Workers Compensation

The Human Resource Business Partners and Workers Compensation promote employee health and wellness through initiatives such as wellness programs, health screenings, and access to resources for maintaining a healthy lifestyle. Responsibilities include:

- Overseeing the reporting and investigation of safety incidents, working closely with managers and supervisors to ensure timely and thorough investigations and support affected employees.
- Development and implementation of return-to-work programs for employees recovering from workplace injuries or illnesses, facilitating their smooth transition back to work while ensuring their safety and well-being.
- Potential coordination of EAPs to provide employees with resources and support for managing personal and work-related stressors and promoting mental health and well-being in the workplace.

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4.3 Corporate Safety Board (CSB)

The Corporate Safety Board plays a vital role in promoting a culture of safety and protecting the well-being of employees, visitors, and stakeholders within the organization. The Board will comprise Vice Presidents (VPs) and one (1) C-Suite Sponsor. The CSB will provide guidance and support to the Corporate Safety Committee as needed. The CSB will also approve new safety committee members, program budgets, safety Key Performance Indicators (KPIs), and new or updated safety policies.

4.4 Local Safety Committee

Each Donor Center will have a Safety Committee. Details of the roles and requirements are outlined in ImmunoTek's Standard Operating Procedure (SOP) SAF-005 Safety Committee Policy and Instructions.

4.5 Corporate Safety Committee Members

This section describes the specific roles and responsibilities of the ImmunoTek Safety Committee and its membership. The Corporate Safety Committee is comprised of the following members:

- Chairman
- Co-Chair
- Operations Designee
- Quality Designee
- Safety Officer (Lafayette)
- Safety Officer (Southlake)
- Training and Development Designee
- Human Resource Designee
- Facilities Designee

Permanent Committee Members (must attend CSC Meetings to provide Guidance and Support):

- MGR, Corporate Medical
- MGR, Safety and Culture
- RA Designee
- IT Designee

Position or Team	Responsibilities
All Corporate Employees	<ul style="list-style-type: none"> • Everyone has the responsibility and authority to enforce existing safety policies and to stop an unsafe act at ImmunoTek. Additionally, every employee is allowed and is expected to present their safety concerns and/or ideas. • Compliance with all health and safety standards, rules, and regulations. • Promptly advising their supervisor regarding all work-related incidents resulting in personal injury, illness, and/or property damage. • Promptly reporting to their supervisors any unsafe or unhealthful conditions in the work environment.

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	<ul style="list-style-type: none"> Taking all necessary and appropriate safety precautions to protect themselves, other personnel, and the environment.
All Supervisors	<ul style="list-style-type: none"> Enforcing safe work practices. Correcting unsafe conditions. Preventing lingering unsafe or unhealthful workplace conditions or hazards. Investigating workplace accidents.
Safety Officer (Corporate Offices)	<ul style="list-style-type: none"> Providing routine training and education. Providing consultation for safety and health emergencies. Remaining familiar with emergency procedures, including evacuation routes, assembly points, and emergency contact information. During emergencies, such as fires, natural disasters, or other incidents, safety officers may guide and/or assist employees to safety. Maintaining comprehensive records of operational hazards and sharing this information with the appropriate supervisor and Corporate Safety Committee. Conducting regular workplace assessments to identify potential hazards, unsafe conditions, or safety violations. Report findings to management or the corporate safety committee and potentially assist in implementing corrective actions to address identified issues. (Safety Assessments will be completed in the Safety Culture Application) Promoting a culture of safety within the company by leading by example, encouraging safe behaviors, and recognizing and rewarding employees who demonstrate a commitment to safety. Completing periodic safety assessments (located in Safety Culture) and arranging maintenance of safety equipment when needed. Conducting site safety committee meetings to review safety performance, discuss safety concerns, and propose initiatives for improvement. Coordinating with emergency response teams and agencies to develop and test emergency response plans, conduct drills, and ensure readiness to respond effectively to emergencies. Maintaining accurate records of safety assessments, incidents, training sessions, and compliance activities to track performance and demonstrate regulatory compliance.
Corporate Safety Committee	<ul style="list-style-type: none"> Reviews and evaluates the Company's safety program, practices, and performance and monitors its compliance with applicable rules and regulations. Monitors safety performance metrics, analyzing trends and identifying opportunities for improvement to enhance the organization's safety culture and performance. Participating in developing and reviewing safety policies, procedures, and guidelines to ensure they are comprehensive, effective, and compliant with regulations. Identifying safety needs for the company and developing plans to implement activities that ensure those needs are met. Prescribing the collection of appropriate indicator data to measure outcomes of various company safety efforts. Discussing and resolving issues where safety or emergency preparedness gaps

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	<p>may arise or persist.</p> <ul style="list-style-type: none"> Providing reports, advice, and recommendations to the committee for consideration and action.
Corporate Safety Board	<ul style="list-style-type: none"> Providing support and guidance as needed. Approval of the budget allocated for safety initiatives, including funding for training, equipment purchases, safety assessments, and compliance activities. Approval of new Safety Committee Chairman and Co-Chairman Approval of overarching safety policies and specific procedures governing various aspects of workplace safety, such as hazard identification, incident reporting, and emergency response. Approval of key performance indicators (KPIs) and metrics used to assess safety performance, track progress, and drive continuous improvement in safety outcomes.
Safety Committee Chair/Co-Chair	<ul style="list-style-type: none"> Organizing and leading safety committee meetings, setting agendas, facilitating discussions, and ensuring effective implementation of decisions. Ensuring that everyone understands their roles and responsibilities as a member of the Corporate Safety Committee. Actively promoting a culture of safety within the company by leading by example, encouraging safe behavior, and recognizing and rewarding employees who demonstrate a commitment to safety. They may organize safety awareness campaigns, posters, or newsletters to reinforce safety messages. Monitoring risk assessment processes to identify potential hazards and assess risks associated with various activities, processes, and facilities. Serving as a liaison between the CSC and CSB, conveying safety-related information, updates, and recommendations.
Operations Designee	<ul style="list-style-type: none"> Ensuring that new safety campaigns are implemented in the field. Ensuring that all Regional Operations Managers are aware of safety program initiatives. Providing insights into specific safety concerns and helping communicate safety messages to their colleagues. Ensuring the company's operations comply with relevant safety regulations and industry practices.
Quality Designee	<ul style="list-style-type: none"> Providing insights into specific safety concerns and helping communicate safety messages to their colleagues. Provide guidance to assist the company's operations in complying with relevant safety regulations and industry practices.
HR Designee	<ul style="list-style-type: none"> Promoting employee wellness initiatives and programs to support physical and mental health in the workplace. Ensuring that safety policies align with employment laws and regulations, and they can assist with training, incident reporting, and employee assistance programs.

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RA Designee	<ul style="list-style-type: none"> • OSHA Reporting, tracking, and confirming proper alignment of regulated data. • Ensuring that the organization's procedures comply with relevant safety regulations, standards, and requirements and staying informed about changes in legislation or industry practices.
Facilities Designee	<ul style="list-style-type: none"> • Providing guidance regarding the physical workspaces and addressing any safety hazards related to building infrastructure, equipment, or utilities.
MGR, Safety, and Culture	<ul style="list-style-type: none"> • Developing and implementing safety policies and procedures in line with regulatory requirements and industry best practices. • Identifying potential hazards and assessing risks across various areas of the organization's operations. • Offering or organizing training initiatives to educate staff on safety protocols, emergency procedures, and methods for mitigating hazards. • Developing and maintaining emergency response plans to address various types of emergencies, such as fires, natural disasters, or workplace violence. • Continuously monitoring and evaluating safety performance, gathering feedback, and implementing improvements to enhance overall safety effectiveness. • Serving as a point of contact for employees to raise safety concerns, report hazards, or seek guidance on safety-related matters. • Annually reviewing Corporate Safety Manual and Safety Standard Operating Procedures. • Facilitating regular communication channels for sharing safety-related information, updates, and best practices across all levels of the organization. • Retains authority to implement safety policies and allocate resources for safety initiatives.
MGR, Corporate Medical	<ul style="list-style-type: none"> • Licensed or certified medical professional to provide valuable medical knowledge and guidance. • Providing or coordinating training programs to educate employees on safety protocols, emergency procedures, and hazard mitigation.
IT Designee	<ul style="list-style-type: none"> • Providing guidance and support on system and application updates and ensuring changes are facilitated

5.0 Corporate Safety Committee

5.1 Corporate Safety Committee (CSC)

The Corporate Safety Committee offers guidance and recommendations to leadership regarding safety, health, and security concerns.

5.2 Corporate Safety Committee Membership

The membership of this CSC will include Specialists, Managers, Directors, and other identified employees from each

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department as designated by the respective Vice President. Additionally, ex officio committee members include the Manager, Safety and Culture Manager, Corporate Medical, IT, and RA Designees.

5.3 Corporate Safety Committee Chair

The safety committee Chair plays a crucial role in leading efforts to enhance workplace safety, promote a positive safety culture, and ensure compliance with safety regulations. They should possess technical expertise, leadership skills, and personal qualities that enable them to fulfill their responsibilities effectively. The Safety Committee Chair should ideally be someone with the following attributes and characteristics:

- **Safety knowledge and experience:** The Chair should have a strong understanding of occupational health and safety principles.
- **Leadership Skills:** The Chair should be a capable leader who facilitates meetings, encourages open communication, and fosters collaboration among committee members. They should be able to delegate tasks, motivate others, and drive safety initiatives forward.
- **Communication Skills:** Effective communication is essential for the Chair to convey safety policies, procedures, and goals to committee members and employees. The Chair should be able to articulate safety concerns, listen to other perspectives, and provide clear guidance on safety matters.
- **Problem-Solving Abilities:** The Chair should be able to identify safety issues, analyze root causes, and develop practical solutions to address them. They should proactively identify potential risks and implement preventative measures to mitigate them.
- **Commitment to Safety:** The Chair should be genuinely committed to promoting a culture of safety within the company. They should lead by example, demonstrate a strong dedication to safety, and prioritize the well-being of employees above all else.
- **Collaborative Approach:** The Chair should be able to work effectively with various stakeholders, including management, employees, safety professionals, and regulatory agencies. They should be open to feedback, willing to consider different perspectives, and capable of building consensus around safety initiatives.
- **Organizational Skills:** The Chair should be well-organized and capable of managing the logistics of safety committee meetings, maintaining documentation, and tracking progress on action items. They should ensure that meetings are productive, efficient, and focused on achieving safety objectives.
- **Empathy and Supportiveness:** The Chair should demonstrate empathy for the employee's safety concerns and provide support to those who may have questions or require assistance. They should create an environment where employees feel comfortable raising safety issues without fear of reprisal.

5.4 Membership Application and Selection Process

- At the August meeting, in preparation for any January CSC leadership changes, the CSC leadership should issue a notice through a bulletin, poster, site-wide email, and/or other forms of appropriate communication to attract new members and provide directions to apply to the committee with a cutoff date being two (2) weeks before the scheduled October CSC meeting for "application/consideration" to join the committee. Additionally, ahead of the October meeting, committee members should be prepared to submit candidate names that have expressed a willingness to serve on the CSC but may not have responded to the open communication requesting applicants.

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- Ahead of the October meeting, the CSC leadership should compile a list of interested employees who expressed a desire to join and others of which they were made aware. Then, the CSC leadership should extend invitations to interested employees for interview discussions during the October meeting. At the October meeting, the CSC leadership will review the list of interested candidates for membership and personally discuss with each candidate their expectations relative to committee member participation (e.g., ensure each candidate understands what is expected of committee members).
- The upcoming CSC leadership/membership should also be decided at the October meeting and remitted to the VP Team for review and approval. As a committee, they may approve the slate of members via email, conference call, or other methods outside of their monthly meeting.
- Candidates will be vetted primarily based on the following (5) considerations:
 - Willingness to serve
 - Attendance and Work Record
 - Personal commitment to safety
 - Commitment to the safety of peers
 - Participation in other groups
- While having more candidates than membership opportunities is an excellent issue to have, it is essential that those who may not serve officially be included in activities and asked for input as they are safety ambassadors, too.

5.5 Membership Commitment

Members commit to one (1) calendar year of service. They may extend, if approved by the VP Team, as a member for one (1) additional calendar year of service. To maintain full representation and engagement of the workforce, it is essential to maintain a structured rotation of individuals serving on the CSC. It is recommended that the CSC not extend more than 50% of its membership into the following calendar year and that each member be limited to two consecutive calendar years of service. A second-year member may extend their service further if chosen as a Chairperson. Former CSC members may again be considered for another term as a member after one calendar year of absence from service on the CSC.

CSC leaders commit to a minimum of three (3) calendar years of service as appropriate for their department. The years of service are generally broken down into:

- One (1) calendar year of service as a member
- One (1) calendar year of service as a Chairperson
- One (1) calendar year of service as a Co-Chairperson

A person serving as a member, Co-Chairperson, or Chairperson is limited to three (3) consecutive years of service. The membership year begins in January.

5.6 Chairperson and Co-Chairperson Selection Process

- The Chairperson and Co-Chairperson roles should be rotated through departments (Operations, Quality, Training, Admin, Human Resources, etc.) to ensure responsibility and perspective are balanced. The Co-

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Chairperson position should not be filled by the same department as the Chairperson's.

- The members of the CSC will nominate the incoming Chairperson at the October CSC meeting. Please note: The committee's selection is subject to approval by the VPs.
- The CSC also chooses an incoming Co-Chairperson at the October CSC meeting. The committee's selection is subject to approval by the VPs.

5.7 Corporate Safety Committee Meeting Frequency

The Corporate Safety Committee Meeting will normally be scheduled monthly. It is important to note that this frequency may be subject to change, depending on various factors such as organizational identifiers and specific safety needs. A monthly meeting schedule allows for regular updates and discussions on important safety matters, ensuring the continuous improvement and maintenance of a safe working environment for all employees.

6.0 Emergency Response Guide

During an emergency, the primary objective is to provide as safe an environment as possible for all employees, guests, and contractors. Calmness and common sense are the most critical factors whenever an emergency occurs.

Not all situations can be placed into specific categories, nor can every situation be addressed in this manual or in the Emergency Response Guide; thus, hard and fast guidelines cannot be established. Each Emergency will require individuals to make decisions based on the challenges presented by each event. Continuing meaningful efforts to prevent emergency situations from occurring should be everyone's primary goal.

The emergency procedures outlined in the Emergency Response Guide are to be used as a guide for staff members placed in a situation that could make them responsible for their safety and that of others during an emergency. All staff members must have access to the Emergency Response Guide, which can provide them with some basic knowledge that may assist them in their decision-making process during an emergency.

7.0 General Workplace Safety

7.1 Ladder Safety

Here are five (5) basic rules for ladder safety.

1. Use the correct ladder for the job.
It is important to choose a ladder with the proper load capacity for the job. Consider your weight and the weight of your equipment, tools, and materials. The ladder must be long enough to work from without using the top three feet.
2. Inspect the ladder before and after use.
 - Before use:
 - Check the ladder's stability.
 - Ensure that all screws, bolts, and hinges are tight and that the base of the ladder is secure.
 - Look for loose or damaged rungs, steps, side rails, supports, and other structural damage.
 - Check for any dirt, grease, or paint that could cause slips and falls.
 - Remove ladders with structural damage from service.

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- Your ladder should not be near electrical wiring.
- After use:
 - Check for any new structural damage to the steps, side rails, rungs, and supports.
 - Check for any bends and any loosened screws and hinges. Recheck the ladder's stability.
- 3. Set the ladder up correctly.
 - Ladder placement is essential. When using a portable ladder, ensure it is placed on a level surface and has non-slip base pads. In high-traffic areas, protect the base of the ladder with a barricade. Be sure to lock or block any nearby doors that open toward you. If you use a stepladder, ensure it is fully open before use.
 - A straight ladder should be placed at a four-to-one ratio, which means that the base should be 1 foot away from the wall or vertical surface for every 4 feet of height to the point of support. When climbing onto a roof or platform from a ladder, the ladder must extend at least 3 feet above the edge and be tied off at the top.
- 4. Climb and descend the ladder with caution.
 - Stay near the middle and face the ladder while holding onto the side rails with at least one hand when climbing or descending. Carry your tools on a belt or hoist, and always keep at least three limbs on the ladder.
- 5. Be safe and use common sense when using a ladder.
 - Do not lean outside the ladder rails.
 - Keep the ladder and the surrounding area free of clutter.
 - Never use a ladder for something other than its intended purpose. Never use a ladder horizontally like a platform.
 - Do not carry loads that prevent using at least one hand on the ladder.
 - Do not stand on the top step or the top cap, and do not overload your ladder.
 - Do not place a ladder on boxes, barrels, or unstable bases.

7.2 Lifting Safety

Safe lifting plays an important role in keeping your back healthy and safe. Share these eight (8) safe lifting techniques that take the strain off the lower back area.

1. Look over the load. Decide if you can handle it alone or if you need assistance. When in doubt, ask for help. Moving an object that is too heavy or bulky can cause severe injury.
2. Clear away any potential obstacles before beginning to carry the object.
3. Support and propel the object while carrying it; your grip should be firm. Carrying objects will change your balance. To keep this change of balance to a minimum, keep the load close to your body and to your normal center of gravity, between the legs and shoulders.
4. Use good foot positioning. Your feet should be shoulder-width apart, with one foot beside and the other foot behind the object you will lift. This allows you to use the full power of your leg muscles. Leg muscles are stronger and more powerful than back muscles, so let your legs do the work.
5. Bend your knees. Bending over at the waist to reach for the object you want to lift puts strain on your back, shoulder, and neck muscles.

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6. Keep your arms and elbows as close to your body as you can while lifting. If you must stretch your arms out completely away from your body, ask for assistance with the lift.
7. Use your feet to change direction. Do not twist your body. Twisting your body adds to the stress of the lift.
8. To lower the object, bend your knees as you did to pick it up. To place the load on a bench or shelf, set it on the edge and slide it into position. Make sure your hands and feet are clear when lowering the load.

7.3 Slips, Trips, and Falls

Slips, trips, and falls have the potential to be a significant cause of injury for employees and visitors to our corporate offices. There is a common misconception that slip and fall injuries “just happen” and that there is little that can be done to prevent them.

The potential for slips, trips, and falls can be widespread, but it is essential to understand where, on your premises, the most significant potential for danger lies. Some hazards associated with slip, trip, and fall injuries include:

- Slippery surfaces, such as gloss-finished tile, polished stone, etc.
- Holes or broken surfaces.
- Uneven walking surfaces.
- Poorly marked and/or poorly lit walkway transitions.
- Wet surfaces are caused by spills or poor drainage.
- Slippery conditions due to mud, ice, or water during inclement weather.

Creating a Safe Passage: Routine inspection and maintenance should be a regular part of your safety procedures to help prevent falls for both visitors/vendors and employees.

- Conduct periodic walkthrough surveys of your premises to help ensure your property is kept in safe condition.
- Ensure all walkways are adequately lit.
- Always maintain all flooring surfaces.
- Use “wet floor” signs to warn of known hazards.
- Have spill cleanup supplies readily available.
- Ensure that entry areas are properly maintained, and any mats are secured.
- Promptly investigate incidents and document findings if an accident and/or injury occurs.

7.4 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) refers to protective clothing for the eyes, head, ears, hands, respiratory system, body, and feet. It is utilized to protect individuals from the risks of injury and infection while minimizing exposure to chemical, biological, and physical hazards. PPE serves as the final line of defense when engineering and administrative controls are insufficient in reducing or eliminating risks. Below are some benefits of using PPE:

- Prevent unnecessary injury in the workplace.
- Protect employees from exposure.
- Prevent the spread of germs and infectious diseases.
- Improve employee productivity and efficiency.

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7.5 Electrical Safety

Office safety is a key element to the success of ImmunoTek employees. We strive to provide our employees with a safe work experience, particularly from electrical hazards. Employees working in an office setting that contains electrical equipment are exposed to several hazards. Most accidents involving electrical equipment may be due to defects, equipment misuse, or improper installation. Reducing electrical hazards in the office can be achieved when proper measures are taken. Here is a look at many vital ways to protect your employees and property from electricity-related accidents:

- Avoid overloading an electrical circuit (wall socket, extension cord) during use.
- Remove any appliances that have not been used for lengthy periods.
- Inspect cords regularly for fraying, cracks, or other kinds of damage.
- Use electrical appliances with double insulation and proper placement.
- Do not overload outlets.
- Use extension cords fitted with surge protectors (avoid plugging in two surge protectors in one outlet)
- Do not attempt electrical maintenance yourself.
- Avoid routing cords under carpets or across busy walkways.
- Unplug appliances before servicing.
- Do not delegate tasks involving electricity to inexperienced or unqualified staff.

Adopting these steps will make it easy to reduce the presence of harmful electrical hazards at your workplace.

7.6 Corporate Travel Safety

While traveling, keep these five (5) corporate travel safety tips in mind to ensure your trips go safely:

1. Before You leave:
 - Share your itinerary with your supervisor, family members, or friends so they have a general idea of where you will be during your business travel. If your contact information will be different while you are traveling because you are using a corporate phone or messaging app, let them know.
 - Take photos of your travel documents and store them in an online backup service. Give a copy to a supervisor as well.
 - Ensure your operator's license is valid and current before you leave home.
 - When you are packing for your trip, be wise with your wardrobe and luggage selections. Leave expensive accessories and heirloom jewelry at home. Instead, use professional-looking substitutes that will not draw attention from would-be thieves.
 - Offending someone in a business meeting or at a restaurant can be bad for business and jeopardize your safety.
 - Monitor your destination's news and weather forecast to stay informed of any adverse weather conditions or civil unrest that may affect your trip or put you at risk.

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2. At the Hotel:

- Locate the police station and hospital closest to your hotel and meeting locations. If necessary, know how to contact emergency services.
- Use a portable door lock at the hotel for added business travel safety. You can also use the door's deadbolt and peephole even if you feel safe without the added security.

3. Ground Transportation:

- Follow all traffic laws, including those related to mobile phone use while driving.
- Never operate a motor vehicle if you feel unfit or impaired or if you have reason to believe the vehicle is unfit for safe operation.
- Report all incidents and accidents, regardless of their severity.
- Do not pick up strangers or give rides to unauthorized persons.
- Familiarize yourself with the lights and locks of your rental car before leaving the lot.
- Always have a road map or app open so you have clear directions to avoid ending up in an unsafe area with which you are unfamiliar.
- If you are using public transportation services (e.g., Uber, etc.), select a reputable transportation service. Be sure to identify and confirm the driver's name and license plate before entering the vehicle.
- Be aware of your car selection. Based on the location of your destination, select a car that does not draw attention to yourself.
- Do not leave luggage in the vehicle when not present; store luggage in the trunk before getting to the destination.

4. While Traveling:

- Always keep your bags and luggage with you. This is especially important in the airport.
- Explore your host city in the daylight. Stick to well-populated areas and carry your valuables close to your body. Only venture out after dark with a group.
- Carry an external backup battery for your phone with you so you do not find yourself with a dead phone at the end of the day.

5. Keep Contact Information Readily Available:

- Contact your supervisor if you should become injured while traveling. Ensure that an EIIR is completed and submitted.
- Should you become sick while traveling and have medical insurance through the company, remember to leverage the company's free virtual care option—where you can speak to a doctor 24 hours a day on the United Health Care website, <https://member.uhc.com>.
- Should you need counseling or a therapist while traveling for work, please call the EAP hotline, which provides free 24/7 counseling/therapy services. To contact EAP, please call 1-800-273-8255.
- Contact the ITEK Safety Officer for additional information at safety@immunotek.com.

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7.7 Parking Lot Safety

Parking lots can be threatening places if you are not diligent about being aware of your surroundings. You are at your most vulnerable when you leave your corporate office for the day or walk to your car after a lunch/dinner trip. Susceptibility to attacks, kidnappings, muggings, and other crimes increases when you are getting into and out of your vehicle in parking lots, garages, and other parking structures. Being aware of your situation is always one of the most critical security measures to implement while walking through a parking lot alone at any time of the day.

Review these eight (8) essential tips for maintaining personal safety and awareness while in parking lots during travel or at your corporate office parking facility:

1. Utilize your smartphone's built-in emergency system.
 - If an emergency should arise, let your phone work for you. Every iPhone and Android device has an emergency SOS system already built-in for easy access in the event of an emergency. Familiarizing yourself with your phone's emergency features could very well save your life.
 - You may also choose to share your location with a trusted friend or family member. You can leave this feature set indefinitely so someone is always able to track where you are if you do not come home when expected. This feature can be turned off at any time.
2. Stay alert.
 - There are countless distractions, the biggest of which may be our smartphones. Many people walk through parking lots with their eyes cast downward, looking at their phone screens or fumbling with their personal belongings.
3. Do not allow a false sense of security to avert your attention from your surroundings.
 - Keep your head up, walk confidently, stay off your phone, and keep your eyes and ears peeled for suspicious activity.
4. Locate your keys ahead of time.
 - We have all done it before. You get to your car and absolutely cannot locate your keys to save your life. Having your keys in hand before arriving at your vehicle could save your life. Many bad actors look for victims who are distracted, and searching through your purse or briefcase to find your keys could give them the opportunity they are looking for.
 - If you have a manual car key, have it ready to unlock your door before you arrive at your vehicle. If your car requires a fob, keep your finger next to the button so you can unlock your car door or activate the alarm system, if necessary.
5. Park smart.
 - If there is any chance that you can park near the door or elevators, be sure to take advantage of that opportunity.
 - If front row parking is not an option, look for a space that is well lit, such as underneath a lamp or streetlight. You should also take careful note of where you parked. Look for any distinguishing markers or labels that can easily direct you back to your vehicle. This will prevent you from wandering through the

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lot.

6. Scan the area.

- While approaching your vehicle, be sure to take a quick scan of the area. If anything seems amiss, turn around and go back inside the building or seek help. Some things to look for include:
- Flat tires: Check to make sure no one has let out the air or slit your tires.
- Surrounding vehicles: Survey the vehicles closest to you. Take note if anyone is inside the vehicle or loitering around it.
- Underneath your car: Many muggers and kidnappers will hide beneath your car to grab you as you unlock your door. From a safe distance, take a quick peek underneath your vehicle.
- The backseat: Make sure no one has broken into your vehicle and is hiding in your backseat. Look for signs that your belongings have been moved around and check all windows before entering the car.

7. Leave the area quickly.

- Once inside your car, do not procrastinate. As you make your necessary adjustments, continue to keep a vigilant eye on your surroundings. Be sure to leave the area as soon as possible. Once you have pulled out of the lot, it may be a good idea to keep an eye on any moving vehicles that may be following you home or to your hotel.

8. Intuition is everything!

- Listen to your gut. Follow your instincts if you are alone and something is telling you to turn back. We are naturally gifted with the instinct to sense danger. If you do not feel right about a situation, do not brush off that feeling. Often, your fight-or-flight instinct is going to be correct.

7.8 Reasonable Suspicion

“Reasonable Suspicion” happens when you find evidence of a person who is possibly unfit for duty or in violation of the drug and alcohol policy. Impairment is not always attributable to substance abuse. Some medical conditions cause “impairment.” A negative drug test rules out use so you can get necessary medical attention for your employee. The better you know your employees, the better you know when they are just “off.”

What type of signs could indicate reasonable suspicion? Here are some common factors:

- The odor of alcohol or a controlled substance on the breath
- Slurred speech
- Difficulty conversing or understanding
- Dilated or pinpoint pupils
- Red or glassy eyes
- Hyperactivity or drowsiness
- Confusion
- Anxiety
- Excessive thirst or hunger

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- Distorted sense of time
- Flat or exaggerated emotion or erratic behavior at work
- Difficulty focusing eyes and/or attention
- Observation of the consumption of alcohol
- Observation of the possession of a controlled substance or use of a controlled substance that is reported by a credible source

Initiating/implementing the test:

- If you suspect an employee is under the influence in the workplace, contact your supervisor and HRBP immediately to initiate the reasonable suspicion drug test and complete the required ITEK documentation.

7.9 Hand Washing Safety

Proper hand hygiene is an essential step in reducing the transmission of infections among coworkers in the workplace. To uphold a hygienic and safe environment for all team members, please adhere to the following hand-washing practices:

- Before, during, and after preparing food.
- Before and after eating food.
- Before and after caring for someone at home who is sick with vomiting or diarrhea.
- Before and after treating a cut or wound.
- After using the toilet.
- After changing diapers or cleaning up a child who has used the toilet.
- After blowing your nose, coughing, or sneezing.
- After touching an animal, animal feed, or animal waste.
- After touching garbage.

8.0 Workplace Safety Enforcement & Training

8.1 Safety Findings

The Corporate Safety Team and Committee will provide corporate compliance procedures to guide safe and healthy workplace conditions for employees, vendors, and visitors. The team and committee use the following guidelines to ensure compliance with ImmunoTek policies and applicable laws and regulations.

- **Verbal Notification:** A verbal recommendation will be provided if a safety hazard is observed during a routine assessment or audit. If the condition is determined to be one of imminent danger, the operation will be halted, and the safety team will provide a recommendation for how to conduct the operation safely.
 - **Step One:** Following the assessment/audit, a written summary of the findings and recommendations, including corrections during the assessment/audit, will be sent to the person responsible for the area. The person in charge of the department and/or corporate location will be required to take corrective

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action within 30 days.

- Step Two: After 30 days, if a second observation reveals that the same discrepancy exists, notification of this situation will be sent to both the person in charge of the corporate department and/or location and their supervisor. A written response, including specific steps taken to ensure correction of the discrepancy, will be sent to the safety team.
- Step Three: If the hazard continues, both the person in charge of the department and/or location and their supervisor will be given a written account of the situation. The entire case history of the event will also be presented to the VPs on the Corporate Safety Committee.

8.2 Employee Non-Compliance

- All employees should be trained to report all incidents (e.g., accidents, injuries) promptly to their appropriate supervisor.
- An employee who fails to report an incident promptly may be subject to disciplinary action, including post-incident monitoring for a defined period (e.g., for six months) following the scheduled report date.
- Company policy provides that an employee involved in a work-related incident that results in physical injury or property damage may be required to undergo a drug and/or alcohol test, even if they were not injured. This applies to any employee who may have contributed to or caused the incident, regardless of whether they personally sustained any injuries. **A drug and/or alcohol test may be conducted as soon as possible after the accident (e.g., by the end of the same business day as the incident).**
- The injured employee will be placed on a medical leave of absence in accordance with the HR Policy Manual.

8.3 Reporting of Workplace Incidents

- The Employee Incident Investigation Report (EIIR) – Initial and Final are the primary records for reporting accidents or injuries. These reports are completed through the iSupport ticketing portal. An explanation of how to complete this form is in SAF-006 Employee Incident Investigation and Reporting. The OSHA website can also be referenced for more information at www.osha.gov.

8.4 Safety Training

Training, including informal coaching, is essential for good safety performance. Effective training leads to compliance and the ability to recognize risks, hazards, and unsafe behaviors and conditions if they exist. Proper training results in enhanced situational awareness and fosters an ever-improving safety culture.

- Employees should have a comprehensive understanding of Immunotek's rules applicable to their functions, with effective training to facilitate that understanding.
- Proper training helps employees recognize that critical unsafe behaviors if left unchecked, can contribute to injury or incident. For example, if an individual stands in the line of fire, the risk of an incident increases.
- Safety training may be accomplished in many ways, including, without limitation, formalized classes, safety assessments/checklists, safety workshops, electronic learning modules, or other initiatives or media, including videos, workplace safety discussions, posters, and safety contacts. Always seek an opportunity to exchange safety knowledge with others.

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9.0 Final Comments and Contacts

Employee participation is crucial to a successful safety management system. Involving CSC members and coworkers sends a strong message that their safety is important and encourages them to remain vigilant in following safety rules and to take action to protect themselves and their coworkers. Front-line employees often have valuable insights into operations and processes. They may provide information allowing for early recognition of emerging hazards or a need to reevaluate existing mitigation and control measures. Their knowledge and insights are invaluable to the ongoing improvement of the ImmunoTek Safety Program.

Feedback and information provided will be used to support decision-making. Employees may submit identified hazards to their immediate supervisor. Items that are not able to be resolved locally should be submitted to safety@immunotek.com

	Telephone	E-mail/URL
Safety Team	N/A	safety@immunotek.com
Employee Assistance Program (EAP)	1-800-273-8255	https://member.uhc.com/
UHC Virtual Medical Care	N/A	https://member.uhc.com/
Human Resource	N/A	hrbp@immunotek.com
Workers Compensation	N/A	wc@immunotek.com

10.0 Supporting Documents

- Emergency Response Guide
- Corporate Safety Assessments (Safety Culture Application)
- Corporate Safety Committee Agenda (Template) Form# CORP-SAF-001
- Corporate Safety Meeting Agenda (Staff) Form# CORP-SAF-002

11.0 History

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