

WORKPLACE SAFETY PROGRAM HIGHLIGHTS

Rapid Fire Protection, Inc. maintains a Safety and Loss control program. These must be read, understood and signed off by every employee.

New hire safety training must be given to every new employee before they can start work. All new hires must watch and sign off that they both watched and understand the contents of the pre-employment safety and sexual harassment videos.

Rapid Fire Protection, Inc. maintains an annual subscription with safety meeting outlines that sends us weekly toolbox safety talks they are distributed every month and their completion is required every month.

Fall Prevention and Protection Program, Stair and Ladder Safety Program, Supported Scaffold Safety Program and Personnel Safety Handbook must be read and signed off.

ACCIDENTS/INJURIES ON THE JOB

All near misses, accidents and/or injuries that are job related must be reported **IMMEDIATELY** to the Rapid City office. The appropriate "First Report of Injury" form must be completed and submitted **WITHIN 24 HOURS** to the Rapid City office. Any injury that is cause for a work break must be reported even though it may not require treatment, or any appreciable loss of work time.

The company cannot accept any liability for injury claims that have not been reported.