

Cornerstone Behavioral Healthcare

HS.3B Health and Safety

It is the policy of Cornerstone Behavioral Healthcare (CBH) to provide all employees with a safe and healthy workplace. An effective health and safety program is an integral part of doing business. It must be part of everything that takes place within our operation, and it must be part of everyone's responsibility.

Each employee is expected to conduct themselves with due regard for their own safety and the safety of their fellow employees. Each employee is responsible for implementing the Health and Safety Policy by continually observing all safety practices, rules, and standards throughout the workday.

Employees will adhere to the following rules:

GENERAL SAFETY RULES

- All unsafe conditions resulting in accidents and injuries will be reported immediately to your supervisor, and the supervisor will follow up on all reports
- No one will work at CBH if they are under the influence of alcohol or illegal drugs. Medicines are allowed as long as the employee can safely perform their job function, with the exception of medication that the prescribing doctor recommends the employee not drive an automobile or operate machinery on the company's behalf while taking this medication
- An employee who is not feeling well will inform their supervisor so that precautions can be made to avoid injury or an accident
- All office workspace areas, stairwells, utility rooms, and building entrances will be kept clean and clear of trash and storage materials
- Bullying, "horsing around", or practical jokes are **not allowed** in the workplace
- Only qualified employees will fix machinery
- Firearms, explosives, or unlawful weapons are **not allowed** in the workplace
- Equipment that is not in good working order must be reported to your supervisor, and is not to be used until it is repaired

OFFICE SAFETY RULES

- Keep drawers of desks and file cabinets closed when not in use
- Do not ever have more than one vertical file cabinet drawer open at a time
- Reduce congestion in the work area
- Keep floors, aisles, and corridors clear of clutter
- Do not place waste baskets, electrical cords, or computer cables where they will become potential tripping hazards
- Attend to frayed or torn carpeting to avoid a potential tripping hazard
- Stack shelves in a way that prevents heavy objects from falling off
- Immediately report unsafe electrical cords or equipment to your supervisor
- Use portable heaters and fans only with permission from management
- Never use a door stop to prop open a fire door

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- Office Ergonomics training will be provided for all new employees and will be refreshed annually

The CEO and designated parties will be responsible for:

- Assuring, at minimum, quarterly safety inspections at all CBH properties to help find and correct unsafe conditions or procedures and document such
- Reviewing and investigating accident reports and making recommendations to prevent future accidents
- Ensuring that health and safety is added to the agenda of all staff and management meetings
- Identifying health and safety training topics and assuring health and safety training to all staff
- Collaborating with CBH's workers compensation insurer to proactively manage loss prevention in the workplace
- Other responsibilities at the request of the CEO or designee



CEO

11/16/2022

Date