



501 Safety Policy

| Section | Initiated | Last Update | Last Review | Related Procedure/Form | Page |
|-------------------------|---------------|-------------|-------------|------------------------------|--------|
| Safety & Transportation | November 2022 | March 2023 | July 2024 | See Appendix | 1 of 2 |

Purpose:

To further the goal of creating an environment/workplace free of work-related accidents and injuries.

Scope:

All Participants, employees, and other stakeholders

Policy:

It is the policy of ProAct, Inc. to provide a safe place of employment for each employee. To assist in providing a safe and healthful work environment for participants, employees, customers, and visitors, ProAct has established a workplace safety program. This program is a top priority for ProAct. The Safety Committee has responsibility for implementing, administering, monitoring, and evaluating the safety program; its success depends on the alertness and personal commitment of all. It is the intent of this agency to comply with all safety and OSHA related laws. ProAct has an AWAIR program to help reduce injuries and accidents.

ProAct provides information to employees about workplace safety and health issues through regular internal communication channels such as in-service training, supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or with another supervisor or manager or to bring them to the attention of the Human Resources Department or the Safety Committee Chairperson. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. In addition, employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action up to and including termination of employment. ProAct will follow all safety rules and regulations outlined in the Occupational Safety and Health Act.

ProAct operates in full compliance with the Minnesota Employee right to Know Act, governing hazardous substances. The Employee Right to Know Act is intended to ensure that employees are aware of the dangers associated with hazardous substances, harmful physical agents, or infectious agents that they may be exposed to in their workplaces. The Act requires employers to evaluate their workplaces for the presence of hazardous substances, harmful agents, and infectious agents and to provide training to employees who may be exposed. Written information on hazardous substances, harmful physical



agents and infectious agents must be readily accessible to employees or their representatives. Employees have a conditional right to refuse to work under imminent danger conditions. Labeling requirements for containers of hazardous substances and equipment or work areas that generate harmful physical agents are also included in the Act. This law applies to all places of employment in Minnesota except those under exclusive jurisdiction of the Federal Government. For more information about the law, you may contact the following Occupational Safety and Health Division Office: 443 Lafayette Road, St. Paul, MN 55155, Phone No. (651) 284-5050 or (877) 470-6742

ProAct staff will follow checklists at the end of the day to secure the building. In addition, there are surveillance cameras at some ProAct sites to ensure safety and security.

By being aware of our surroundings and complying with the rules set forth, we will help ensure a safe workplace for all employees and a safe home environment for the participants served by ProAct.