Trindel

Insurance Fund

Alpine - Colusa - Del Norte - Lassen - Modoc - Mono - Plumas - San Benito - Sierra - Sutter - Trinity

A Joint Powers Authority Established in 1980

www.trindel.org

Safety Policy

Your safety, and that of those who work with you, is one of the Trindel Insurance Fund's (hereafter referred to as the "Fund"), greatest concerns. With a positive and engaged safety attitude, you can help eliminate hazards, unsafe behaviors and painful and costly accidents. You make a difference by:

- Keeping work areas and common areas clean and clear of hazards
- Reporting hazards or unsafe conditions to your supervisor
- When possible: eliminating, restricting access, reducing or mitigating any safety hazards
- Reporting all work-related injuries, however minor, to your supervisor immediately
- Walking and not running in all buildings
- Never performing work that you believe is unsafe.
- Reporting unsafe work situations to your supervisor immediately
- Actively supporting and participating in Trindel's safety program
- Choosing safety and safe behaviors in all work activities
- Immediately reporting hazards or unsafe conditions to your supervisor
- Keeping aisles, steps, stairs and ramps clear of trip, slip and fall hazards.

Your supervisor will inform you of any additional safety rules that apply to your particular job or work location.

Work-Related Accidents, Injuries, and Illnesses

If you are injured on the job, please report it immediately to your supervisor, no matter how minor the injury may be. Similarly, if you become ill and believe the illness is work-related, please report it immediately to your supervisor. The Fund carries workers' compensation insurance and will assist you in obtaining all benefits to which you are legally entitled. If your work-related injury or illness requires a leave of absence, this leave may count toward your annual Family and Medical Leave, if you qualify for leave under that policy.

You must immediately report any accident on Fund premises to a supervisor. For your own safety and the safety of others, please do not attempt to give medical aid to an injured person unless you have been trained to do so. Seek the assistance of a supervisor and call 911 if warranted. In addition, please remember that only a supervisor

can answer questions about the Fund's liability to non-employees. If you are not a supervisor, direct those asking questions to a supervisor.

Workplace Violence Prevention

The Fund is strongly committed to providing a safe workplace and discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations and informing management accordingly.

Threats, threatening language, or any other acts of aggression or violence made toward or by any Fund employee will not be tolerated. For purposes of this policy, a "threat" includes any verbal or physical harassment or abuse, attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious, and/or destructive actions undertaken for the purpose of domination or intimidation. Threats or acts of intimidation by any means, including phone calls, phone messages, email, text messages or use of social media is not tolerated.

You should report all potentially dangerous situations, including threats by co-workers or outside parties, immediately to the Executive Director or to any member of management with whom you feel comfortable. Reports of threats may be made anonymously. All threats will be promptly investigated. If an investigation confirms that a threat of a violent act or violence itself has occurred, the Fund will take appropriate corrective action.

No one will be subject to, and the Fund prohibits, retaliation for reporting perceived violations of this policy or participating in the investigation of such complaint. If you believe someone has violated this policy against retaliation, please contact the Executive Director immediately.

Security

Please report the presence of any suspicious persons in the workplace to management immediately. You should maintain in your possession at all times your: cell phone, laptop, tablet computer or similar devices. Do not lend these items to anyone who is not authorized to possess them. If these items are missing, contact your supervisor immediately. Secure your office, desk, or work area at the end of the day. Computer passwords, electronic door codes, and any other security access information should not be disclosed to anyone who is not authorized to have that information.