

## Health and Safety Program & Policy

Policy Statement: Rotor Clip is committed to ensuring the health, safety, and well-being of all employees, contractors, visitors, and any other individuals who may be affected by our business activities. We recognize that a safe work environment is essential for the success of our business and the welfare of our workforce.

### 1. Key Objectives:

- 1.1. To prevent accidents, injuries, and occupational illnesses through the identification and mitigation of workplace hazards.
- 1.2. To comply with all relevant health and safety laws, regulations, and standards.
- 1.3. To promote a safety culture that encourages employees at all levels to actively participate in maintaining a safe workplace.
- 1.4. To provide necessary training, resources, and support to ensure that all employees are competent in performing their duties safely.
- 1.5. To regularly review and update health and safety procedures to reflect changes in business activities, legislation, or identified hazards.

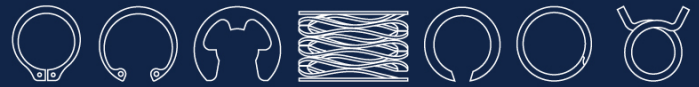
### 2. Responsibilities:

- 2.1. Management is responsible for providing leadership and resources to implement and maintain health and safety initiatives.
- 2.2. Employees are responsible for complying with safety procedures, reporting hazards, and actively participating in safety programs.

### 3. Program Aspects:

- 3.1. Training: All employees will receive appropriate health and safety training to ensure competence in performing their job safely. Training records will be maintained, and retraining is conducted at scheduled intervals or provided as needed.
- 3.2. Incident Reporting: All accidents, incidents, near misses, or hazards must be reported promptly to immediate supervisors or managers. Investigation procedures will be followed to determine the root cause and implement corrective actions.
- 3.3. Emergency Procedures: Emergency procedures, including evacuation plans, first aid, and emergency contacts, will be clearly communicated and regularly practiced through drills.
- 3.4. Risk Assessment: Rotor Clip will conduct regular risk assessments to identify and evaluate potential hazards. Mitigation measures will be implemented to reduce or eliminate identified risks.
- 3.5. Review and Revision: This program will be reviewed annually, or as needed, to ensure its continued effectiveness and relevance.

**4. Program Document Summary:** *(Rotor Clip has work instructions and guidance documents for the many processes, procedures and tasks that take place within its facilities. The following is a summary of key documents that detail elements of our health and safety program, but the*



*program is not limited to those documents alone.)*

- 4.1. EX/WP331A Training Program – This document illustrates the system Rotor Clip utilizes to keep track of all training records, and the process of initial safety training for all employees.
- 4.2. EX/WP006 Personal Protective Equipment Program – This document details the process Rotor Clip goes through to supply PPE to employees, train employees on their effective use, and regularly conduct workplace risk assessments to assure that the PPE provided is proper and effective.
- 4.3. EX256 Emergency Plan – Details the procedure to follow in case an employee is injured, including emergency contact information, the location of 1st AID stations at each building, and the requirement to complete an accident incident report to be submitted for accident investigation.
- 4.4. EX/WP293A Safe Chemical Handling/Hazard Communication Program – Covers all aspects of Rotor Clips implementation of OSHAs Hazard Communication Standard (HCS)
- 4.5. EX/WP331 & EX/WP331S – Illustrates the procedure to access and read Chemical Safety Data Sheets.
- 4.6. EX/WP296 Hearing Conservation Program – This document explains Rotor Clip’s program to protect employees hearing through PPE, noise abatement devices, notifications, and annual testing.
- 4.7. EX/WP303 Fire Safety Guidelines – This document lists the rules that must be followed within the facility to maintain fire safety.
- 4.8. EX/WP295 Fire Protection Program & EX/WP299 Fire Rescue Pre-Plan – Details Rotor Clips sprinkler system, hydrants, and extinguisher inspection and maintenance program.
- 4.9. MP176 Contractor Briefing Statement – This document informs contractors of the requirements to follow all site safety rules and report any hazardous materials they might bring on site.
- 4.10. EX/WP336 Spill Response training – Covers special education for employees authorized to respond to any spills of chemicals.
- 4.11. Safety instructions and any specialized PPE that is required for a specific task will be detailed in the work instructions for that task.
- 4.12. Signs are posted throughout the facility to warn of hazards, cautions, and personal protective equipment that is required.

At Rotor Clip, the health and safety of our employees is paramount. By outlining the responsibilities and objectives of our health and safety program, we reaffirm our commitment to providing a safe and healthy work environment for all. We recognize that achieving our safety goals requires the collective effort and commitment of every member of our organization. Together, we will work diligently to identify and mitigate workplace hazards, promote a culture of safety, and continuously improve our health and safety management systems. Through collaboration, communication, and a shared dedication to best practices, we will create a workplace where every individual can thrive safely.