

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Safety

Number: V-1

Effective Date: 08-28-00

SUBJECT: Fire, Safety and First-Aid

Revision Date: 07-09-09

Maintaining a safe work environment requires the cooperation of all employees. LOYOLA encourages employees to be safety conscious for themselves and coworkers and report potential workplace hazards. Management will correct identified hazards in the workplace in order to avoid job related injuries and illnesses.

Employees will be provided first-aid care and emergency services for injuries and illnesses while on LOYOLA premises or at the assigned workplace.

REPORTING PROCEDURE

The employee must report any job related injury or illness, regardless of the severity, to a LOYOLA supervisor or the Human Resources Manager and/or dial 911 in the event of a serious accident or emergency situation. The supervisor is responsible for immediately notifying the Human Resources Manager of the injury/illness. The Human Resources Manager will contact the Safety Coordinator.

FIRST-AID KITS AND FIRE EXTINGUISHERS

LOYOLA facilities and Company vehicles are supplied with first-aid kits.

Fire extinguishers are located in each facility. Employees are expected to familiarize themselves with the location of the fire extinguishers and all facility exits.