



AMERICAN INSTITUTE OF PHYSICS SAFETY PROGRAM

Scope and Nature of Program
Effective 8/1/2009

1. Company Policies and Procedures – Your safety is one of the most vital aspects of the American Institute of Physics' operations. No operation at the Institute is so important that it needs to be done in an unsafe or unhealthy manner. The safer our workplace is, the more efficient and effective our operations will be. The Institute's policy is designed to keep our workplace at the highest level of safety and accidents at the lowest level possible.
2. Company Goals and Objectives – Our goal is zero accidents and injuries in our work place. To support these goals and objectives a Safety Committee has been formed, which consists of the Vice President of Human Resources (Designated Safety Director), Human Resources Manager, Business Continuity & Computer Operations Manager, and Maintenance Supervisor.
3. Top Level Management Involvement and Leadership – While top management has the ultimate responsibility for safety, it delegates authority for safe operations all the way down through all management levels. The Institute will provide or make available any necessary protective equipment. The Institute will commit the needed resources and time to create the safest and most efficient workplace possible.
4. Employee Involvement – Every employee is expected to cooperate fully in helping protect himself/herself and those around them. Alert employees can help prevent accidents. The safety conscious employee will always look for conditions that may cause an injury to themselves or to others. Each employee should inspect his or her work place each day and report any hazardous condition to their supervisor. Following safety rules and contributing to a safe and healthy workplace are included in your duties.
5. Management Accountability – Every supervisor is responsible for the safety of those who work for him/her. Employee safety is one of the supervisor's primary responsibilities.
6. Safety Training Programs – Training is a highly effective method of preventing accidents on the job. New employees will be provided with the necessary information and training to allow them to perform the tasks of their job in a safe and effective manner. All staff are required to attend safety training sessions.
7. Reporting Systems – Employees should report work conditions or work practices that appear unsafe to their supervisor. Supervisors must report all such concerns to the Vice President of Human Resources, designated Safety Director, in a timely manner for evaluation and appropriate action to be taken.

8. Investigation and Recording of Accidents and Lost Time Incidents – Submit copies of injury and investigation reports to the Vice President of Human Resources, whose responsibility is to ensure an adequate investigation has taken place and corrective steps have begun to prevent recurrence. Specific information pertaining to the incident will be maintained by Human Resources. The Vice President of Human Resources, designated Safety Director, will follow up to ensure corrective actions are in place.

9. Review and Analysis – All accidents and injuries will be investigated. Supervisors are responsible for the primary investigation of all accidents and injuries occurring in their department. All investigations will be reviewed by the Safety Committee. Recommendations will be forwarded to the Vice President of Human Resources, upper management and the appropriate department for corrective action. Periodically accidents and injuries will be analyzed to identify trends and specific areas to address in the overall accident prevention program.

10. Examination of the Workplace – Office safety inspections are conducted monthly by the Business Continuity & Computer Operations Manager to determine unsafe working conditions. Specific hazards are identified and eliminated and reported to the Vice President of Human Resources, who is the designated Safety Director. Periodic inspections are made by the Human Resources Manager. All observed safety violations are corrected at that time and reported to the Vice President of Human Resources.

11. Emergency/Fire Response Procedures – In order to protect individuals, employees, and visitors of the American Institute of Physics when illness and/or accidents occur on the job, the Institute has provided for a network of individuals trained in basic Cardio Pulmonary Resuscitation (CPR) and other basic first aid skills. Additionally, Automated External Defibrillators (AED's) are available for use by trained employees in medical emergencies that require such a device.

When the fire alarm sounds, all employees are to evacuate the premises immediately. When visitors are on the premises you are responsible for their safety. Proceed quickly and cautiously using the nearest fire door regardless of whether you are in your department or elsewhere in the building. Shortcuts through corridors or other exits will be discouraged.

Under no circumstance should anyone use the elevators or circular staircases (the staircases are not fire rated), only the stairwells with fire doors clearly marked **EXIT** should be used. Please familiarize yourself with these exits.

Attempts to get to any specific area of the parking lot should only be made once the employee and visitor are outside and away from the building. Once outside all employees and visitors should proceed to the North West side of the building, Child Care drop off parking lot. Should circumstances arise that this gathering spot is not accessible please proceed to the adjacent parking lot of 3HQ.

In order to verify everyone's safe evacuation, it is imperative that attendance be taken by each department and reported to a member of the Incident Management Team.

Information regarding fire alarm procedures is given to all new employees at the New Hire Orientation Meeting. Should questions arise, please speak with your supervisor.

A full description of AIP's emergency and fire procedures is located in the front of the AIP telephone directory, as well as online at www.aip.org/hr.

12. Accident Prevention – The Institute maintains an active safety program. Each employee's cooperation is a vital part of this program to protect himself/herself, fellow employees and our visitors from injury. The following are some safety rules we would like you to pay particular attention to:

- All injuries, no matter how slight, shall be immediately reported to the employee's direct supervisor and to the Office of the Vice President of Human Resources.
- Employees who feel ill should inform their supervisor.
- Good housekeeping is essential and must be maintained at all times. Keep work areas clear.
- Report any unsafe conditions or practices to your supervisor.
- All employees must know the location of emergency equipment and emergency exits for their respective departments as well as the entire building.
- Exits, corridors, stairways and passageways must be kept lighted and clear at all times.
- In case of fire, designated people are stationed in each area to act as fire wardens. Please look to them for instructions, and obey their orders.
- Horseplay or scuffling on the Institute's premises is prohibited.
- Firearms or weapons of any type are not permitted within the Institute's enclosures.
- Intoxicants or persons under the influence of intoxicants will not be permitted within the Institute's enclosures.
- Any treatment of injuries while on premises must be done by authorized personnel only.
- Only operate equipment that you are trained and authorized to use.
- Use care when approaching walkways and intersections. Do not run in the building.
- Drive cautiously in parking areas.
- Wear safety gear where necessary.
- Do not bring unauthorized visitors into the Institute.
- Lifting beyond your normal strength or lifting improperly can cause serious injury. Get a good footing. Place feet shoulder width apart. Bend at the knees to grasp the weight. Lift with back straight. Get a firm hold. Lift gradually by straightening the legs. If weight is excessive, get help. When putting the load down, reverse the above steps.