



Workplace Safety & Accident Prevention Program

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## **WATCHGUARD 24/7**

# **Workplace Safety & Accident Prevention Program**

### **Corporate Office**

71-16 Myrtle Avenue  
Glendale, NY 11385

### **Training & Operations Center**

34-07 37<sup>th</sup> Avenue  
Long Island City, NY 11101

# **2021**



## Workplace Safety & Accident Prevention Program

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### **POLICY STATEMENT**

WATCH GUARD 24/7 is fully committed to the safety of its internal and external workforce. It is our policy and unwavering commitment to ensure a safe workplace for all our employees.

In furtherance of our safety goals, we have incorporated an active and effective Workplace Safety & Accident Prevention Program designed to protect all administrative staff and security personnel from occupational accidents and injury, including illness.

We view the safety of WATCH GUARD 24/7 employees as fundamental to employee wellbeing and critical to the success of our overarching business goals. Therefore, our commitment is unrelenting and unwavering.

Accomplishment of this policy will require not only management's ongoing training and commitment, but the involvement, participation and commitment by employees and management working in tandem toward one workplace safety goal.



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### GOALS AND OBJECTIVES

WATCH GUARD 24/7's overarching safety goals incorporate initiatives that will result in the prevention of accidents, injuries and illness. As such, our Workplace Safety & Accident Prevention Program will be an integral part of the inner workings of the business and daily work performance. To accomplish this, the following goals have been established:

- Both management and employees have been included in the development, implementation, maintenance and commitment of and to our Workplace Safety & Accident Prevention Program. The 'safety' program is a core focus and is embedded within our overall business planning.
- Development of a Corporate Security Committee through which systems, programs and form documents are specifically designed to track and monitor our safety actions and results.
- Implementation of an ongoing safety training program for management and employees.
- Communications to management and employees via several channels, to enhance they're safety awareness, confirm their responsibilities, and reiterate WATCH GUARD 24/7's safety policies and its commitment to our collective safety responsibilities thereof.

The following are objectives have been undertaken to achieve excellence in safety:

- A completed written Workplace Safety & Accident Prevention Program which is compliant with applicable Federal and State safety regulations.
- The Workplace Safety & Accident Prevention Program will be continually communicated to all management through a monthly Corporate Security Committee meeting and includes employee outreach.
- The Workplace Safety & Accident Prevention Program, as a whole, will be reviewed (officially and in its entirety) at least annually. The program will be reviewed to ensure its effectiveness and to determine if the expected goals/objectives have been achieved. Changes will be made to the program as needed. This is a living document.



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- We will, on an ongoing basis, reiterate to management and employees their workplace safety and health responsibilities.
- Select employees will be responsible to conduct periodic in-house inspections within our workspace locations so we may recognize (and cure) potential workplace hazards.
- Management will be trained so that they will be able to conduct accident/incident investigations in a timely fashion.
- Initial workplace safety training for management and staff will be part of the orientation process. We will include within all employee hiring packages a document which emphasizes the importance of workplace safety as part of each employees' responsibilities.
- The Workplace Safety & Accident Prevention Program document will be utilized to train, emphasize and confirm the importance and commitment of our daily safety methods.
- Adherence to WATCH GUARD 24/7's COVID-19 Safety Plan will be continually communicated to our entire workforce. It will be emphasized and enforced.



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### **SAFETY RESPONSIBILITIES OF MANAGEMENT AND EMPLOYEES**

The importance of having both management and employees understand their workplace safety responsibilities is of the utmost importance. To ensure that you know and understand your role in our Workplace Safety & Accident Prevention Program, the following responsibilities have been developed for each job description at WATCH GUARD 24/7.

#### **Executive Vice President & COO**

- Creation and the development, rollout, implementation planning, and ultimate oversight of the Workplace Safety & Accident Prevention Program.
- Provides active leadership and adequate resources necessary to maintain an effective Workplace Safety & Accident Prevention Program.
- Reiterates workplace safety responsibilities and expectations to WATCH GUARD 24/7 management personnel.
- Holds management personnel accountable for their safety and health responsibilities.
- Sets a good example by following required safety and health rules and practices.
- Oversight responsibilities for a reliable safety system of working order and protocol creation for employees to report conditions or situations that they believe are potentially hazardous.

#### **Vice President of Operations**

- Provides the leadership and direction needed for maintaining the Workplace Safety & Accident Prevention Program.
- Holds all subordinate management/supervisors accountable for their assigned workplace safety responsibilities.



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- Follows through and maintains the implementation, maintenance and ongoing changes of the Safety & Accident Prevention Program.
- Review's accident reports and other safety data regularly and responds appropriately in coordination with the Director of Human Resources.
- Ensures, on an ongoing basis, that a consistent and established, reliable system is in place for employees to report conditions or situations that they believe are potentially hazardous.
- Actively participates in and supports employee participation in the Workplace Safety & Accident Prevention Program, and follows up on directives by the EVP/COO as well as recommendations made by management/supervisors and/or employees.
- Provides adequate organization and resources for management/supervisors to implement proper protocols.
- Ensures that adequate personal protective equipment (PPE) is inventoried and distributed and is properly used and maintained.
- Ensures through staff members that all accidents are promptly reported, thoroughly investigated and properly documented through the *Incident/Accident Reporting and Investigations Form*, and other established communications methods.
- Keeps abreast of accident, injury and illness trends that occur through meetings with the Human Resources Director and review of the *Injury & Illness Tracking Spreadsheet*.
- Keeps abreast of Federal and State safety and health regulations applicable to the workplace, in coordination with Human Resources.
- Makes sure that all management/supervisors/employees receive safety and health training.
- Oversees WATCH GUARD 24/7's owned properties workplace emergency procedures.



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### **Director of Human Resources**

- Sets a good example for employees by following required safety work practices and by wearing personal protective equipment, where applicable.
- Provides and ensures that required personal protective equipment (PPE) is properly used and maintained.
- Supports the Vice President of Operations in making certain that all accidents are promptly reported, thoroughly investigated and properly documented in a timely fashion.
- Supervise and evaluate employees' safety and health performances
- Keep knowledgeable and up-to-date on safety and health requirements as well as administer the COVID-19 questionnaire, substance abuse testing and sexual harassment training.
- Be adequately trained to identify safety and health hazards and logging such information within the *Injury & Illness Tracking Spreadsheet* for the purposes of trend analysis.
- Investigates, in coordination with NYPD (Ret.) Directors, accidents and potential incidents to determine their root cause.
- Actively discourages all out of policy and procedure violations undertaken by employees
- Enforces safe work procedures and rules consistently and fairly.
- Provides continuing on-the-job training in safe work procedures and enforces personal protective equipment (PPE) use.
- Enforces COVID-19 policies and protocols and is lead on all contract tracing responsibilities and goals.
- Ensures that all appropriate recordkeeping is maintained.





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### **Operations Directors**

- Sets a good example for employees by following required safety work practices and by wearing personal protective equipment
- Provides and ensures that required personal protective equipment (PPE) is properly used and maintained.
- Supports the Vice President of Operations in making certain that all accidents are promptly reported, thoroughly investigated and properly documented.
- Supervises and evaluate employees' workplace safety performances.
- Keeps knowledgeable and up-to-date on workplace safety and COVID-19 requirements.
- Be adequately trained to identify safety and workplace health hazards.
- Investigates accidents and potential incidents to determine their root cause.
- Actively discourages all out of policy and procedure violations undertaken by employees.
- Enforces safe work procedures and rules consistently and fairly.
- Provides continuing on-the-job training in safe work procedures and enforces personal protective equipment (PPE) use.
- Makes sure each employee knows what to do in the event of an emergency.



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### **Operations Managers**

- Sets a good example for employees by following required safe, work practices and by wearing personal protective equipment (PPE).
- Schedules within a pay/bill system appropriate security personnel for each position.
- Reviews weekly licensure reports to ensure security officer regulatory compliance. Conducts security officer outreach to confirm compliance.
- Supports company initiatives in making certain that all accidents, incidents or possible hazards are reported promptly as well as any unordinary issues with security personnel.
- Distributes communications to security personnel in the field in terms of COVID-19 protocols and other materials.
- When confronted with security officer issues and complaints, is trained to deal with issues and to escalate such issues to upper management when appropriate.



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### **Dispatch Team**

- Conducts roll calls which confirm security officers on-post and on-time. Should a security call out due to sickness or another reason, Dispatchers will fill that post ensuring compliance.
- Sets a good example for employees by following required safe, work practices and by wearing personal protective equipment (PPE).
- Ensures that required personal protective equipment (PPE) is properly used and maintained by any persons, including employees entering the corporate office.
- Ensures that persons who are not pre-approved to enter the corporate office do not enter.
- Supports company initiatives in making certain that all corporate office visitors are temperature scanned and meet the company temperature criteria for entrance.
- Supports company initiatives in making certain that all reported incidents and accidents are promptly reported to the proper staff members.
- Supports company initiatives by making certain that all security officer complains/issues are promptly reported to the proper staff members.
- Acts as 24/7 liaison for the Field Inspection Team, offering support and requesting action by the Field Inspectors should dispatch learn of a security officer needing assistance.
- Reviews Silent Passenger (vehicle telematics system software) which records the company's fleet actions, i.e., driver vehicle speed, GPS logistics, maintenance needs, driver geofence compliance, and stop and go movements, etc.
- Is adequately trained to identify safety and health hazards.
- Ensures that COVID-19 security vehicle rules and regulations are adhered to and any vehicle issues are being reported in a timely basis.



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### **Field Inspection Team**

- Sets a good example for employees by following required safe, work practices and by wearing personal protective equipment (PPE).
- Provides and ensures that required personal protective equipment (PPE) is properly used and maintained.
- Supports company initiatives in making certain that all accidents are promptly reported.
- Supervises and evaluates employee workplace safety and health performances by visual inspection, speaking with security officers while on post and utilizing the Incident/Accident & Investigations Form, Health & Accident Prevention Form, Workplace Safety Questionnaire, Workplace Site Inspection Checklist and HubSpot CRM software. All documentations are submitted to the appropriate parties for review, action and storage.
- Keeps knowledgeable and up-to-date on company safety and health requirements/protocols.
- Is adequately trained to identify safety and health hazards.
- Implements workplace safety and health protocols as per site Post Orders and directives from management.
- Actively discourages all out of policy and procedure violations undertaken by employees.
- Enforces safe work procedures and rules consistently and fairly.
- Provides continuing security officer on-the-job training in safe work procedures and enforces personal protective equipment (PPE) use.
- Makes sure each employee knows what to do in the event of an emergency.



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- Ensures that COVID-19 security vehicle rules and regulations are adhered to and any vehicle issues are being reported in a timely basis.

### **Security Officers and other Employees**

- Is familiar with the workplace safety and prevention program, and abides by all safety and health rules, work practices, and regulations.
- Uses correctly all required safety devices and personal protective equipment (PPE), which may include hard hats, masks, etc.
- Performs work tasks in a safe and correct manner and as per post orders.
- Maintains their work area in a clean and neat condition, but does not perform any other site maintenance tasks.
- Conducts daily inspections of their immediate work area to look for unsafe conditions.
- Reports any and all injuries to their supervisor and documents them as per company protocol.
- Knows what to do in the event of an emergency.
- Within WATCH GUARD 24/7 owned properties, the assigned Safety Captain will oversee office safety protocols and mandated postings, and confirm they are adhered to, to include all COVID-19 workplace safety protocols as per WATCH GUARD 24/7's COVID-19 Safety Plan. This position's responsibilities will utilize all approved safety strategies, documentation and analysis to prevent injuries and accurately document safety actions.



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### SAFETY AND ACCIDENT PREVENTION PERFORMANCE ACCOUNTABILITY

As stated in our policy statement, Safety and health has been given top priority because we view it as fundamental to employee wellbeing and critical to the success of our business goals. We expect all employees to participate in our program. The success of our program is dependent upon every individual knowing and practicing their safety and health responsibilities. Management and employees who disregard their safety and health responsibilities will be held accountable as stated below.

**First Infraction:** *Verbal Warning*

Coaching and counseling by immediate supervisor (or above) to correct the issue.

**Second Infraction:** *First Written Warning*

Outline of offense, counseled on corrective action and outline consequences.

**Third Infraction:** *Second Written Warning*

Outline of offense, suspension, and final written warning.

**Fourth Infraction:** *Third Written Warning*

Recommendation for termination of employment.

#### NOTES:

- Violations of post orders (documentation which contains security protocols for each client site and supports security officer guidance and adherence) or employee rules of conduct can result in more severe corrective action including immediate termination with no verbal or written warnings.
- Any written warnings will remain in an employees' personnel file for future reference.
- This progressive discipline process can be used as a recommended course of action.



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### **SAFETY TRAINING PROGRAM**

Safety training is paramount in preparing WATCH GUARD 24/7's entire staff to reduce risk relative to workplace accidents, injury and health. Management, staff and all employees need to be able to recognize and avoid potential hazards to themselves, their co-workers, client visitors and vendors. WATCH GUARD 24/7 has provided an environment in which we are responsible for ensuring that all employees receive the appropriate training to perform their jobs in a safe and healthful manner. Upper and mid-level management and supervisors are responsible for determining and/or administering the workforces' safety training needs, and assessing the effectiveness of the overall Safety & Accident Prevention Program.

#### **Directors, Managers & Supervisors will receive safety training on the following:**

- Their own safety and health responsibilities.
- Detection of unsafe conditions and recognition of unsafe work practices.
- Accident investigation procedures and documentation thereof.
- Conducting client site hazard analysis.
- Conducting on-the-job safety training to security officers.
- Emergency procedures.
- Proper use and maintenance of personal protective equipment (PPE).
- Safety and health regulations pertinent to the work operation (s) they supervise.
- Recordkeeping protocols in terms of forms, other reporting requirements, and their workflow.

#### **Security officers and other staff members, including the Safety Captain, will receive safety training on the following, as is appropriate:**

- Orientation training (all)
- Their own safety and health responsibilities (all)
- Specific on-the-job training relative to the expected tasks they perform (Security Officers)
- Proper use and maintenance of personal protective equipment (all).
- Written post orders which outline responsibilities and emergency contacts (Security officers).



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### REPORTING SYSTEM / CHAIN OF COMMAND

The following outlines reporting system chain of command policies and practices for employees to report any unsafe conditions or unsafe work practices. It is encouraged throughout the organization that all employees are able to report conditions without threats of discrimination or fear of reprisals. Furthermore, as a security guarding company, it is our earnest mission to create an environment of total visibility of issues and you are applauded by doing so. Identifying issues is key to successfully curing such issues. Management's response to all issues brought to their attention will be appropriate and timely.

#### Requirements

- Employees should be instructed to notify their immediate supervisor in the event of an incident or action or potential incident or action, as they perceive contributes or may contribute to an unsafe working environment or act. Employees should report directly to their supervisor or manager.
- Management should be instructed to notify their immediate supervisor in the event of an incident or action or potential incident or action, as they perceive contributes or may contribute to an unsafe working environment or act. Management should be able to report directly to their supervisor. All information should also be submitted to and communicated with the Director of Human Resources.
- The Director of Human Resources will accept all information relative to safety and health. That information will be used to assess additional information for follow up and electronic filing. The expeditious way in which Human Resources collects information and acts upon that information is critical to the outcome and success of our goals relating to the Workplace Safety & Accident Prevention Program. All information to include accidents, investigations, COVID-19 cases and contact tracing updates shall be used to determine trends and shared with the Executive Vice President & COO for visibility and at times, decisive action. The Executive Vice President & COO shares all information with WATCH GUARD 24/7 ownership.
- All Risk issues, whether closed out or not, will be discussed within the Corporate Security Committee and documented in detail as to the actions taken and its outcome. The committee, comprised of WATCH GUARD 24/7's Director level staff, will use this information and HR's trend analysis to better protect the company, its employees, visitors and clients.





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### **INCIDENT REPORTING / ACCIDENT & INJURY INVESTIGATION PROGRAM**

With a great emphasis on prevention of accidents and injuries, we have outlined steps and created documentation to ensure that the same type of accident does not continually reoccur. Incident reports are to be filled out immediately when any accident, injury, or any out of the ordinary type of event occurs. Incident reports will be used by managers and upper management for review and follow up and as back up documentation.

Accident investigations are to be determinant of the facts of the event. All accidents must be reported to your immediate supervisor promptly and accurately. All accidents will be thoroughly investigated. Even non-injury accidents will be investigated by the retired NYPD director in charge of the division in which the employee or other persons was involved in the incident. A Corporate Security Committee meeting will be assembled, or the EVP/COO will be front and center, overseeing a smaller group of executives in any one of the following situations:

- If the outcome of the accident resulted in a serious injury or the outcome could have resulted in a serious injury.
- If the same category of accident has occurred previously.
- If COVID-19 has marginalized our resources or we anticipate the its possibility.

Our Accident Investigation Team will consist of the following individuals:

- Vice President of Operations (Ret. NYPD), Director of Human Resources and 5 Directors of Operations (Retired NYPD).

Our accident investigation team has all performed effective investigations and the Executive Vice President & COO has extensive experience overseeing Risk Departments and investigations.

Additionally, the Incident/Accident Reporting and Investigations Form – Part A & Part B (Appendix A) will be utilized for all incident reporting and accident investigations. A copy of these forms, noting an incident, are forwarded electronically to the Operations Director, Vice President of Operations and Human Resources for review, follow up and when necessary, to open an investigation.



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### **INJURY AND ILLNESS TRACKING & TREND ANALYSIS**

An ongoing documenting of injuries and illness will be a part of our comprehensive program to compile information to an end of performing trend analysis and acting on such trends.

Data will be reviewed by Human Resources to determine if injury and illness patterns exist, and if so, this data will be reported to upper management for review, analysis and immediate/future mitigation of like events. The information to be reviewed and assessed frequently will be:

- Injury & Illness System Tracking Spreadsheet.
- Workers' Compensation Claims.
- Incident and Accident Investigation Reports.
- COVID-19 compliance data.

Ultimately, any concerns will be reported within the Corporate Security Committee where we will craft new and improved policies and protocols to attain more stringent benchmarks and results; should a need for changes be determined. The Executive Vice President & Chief Operating Officer, leads all Corporate Security Committee meetings and will be responsible for final changes in mitigation strategies. All relevant information is reported to WATCH GUARD 24/7 ownership for discussion and company alignment of collective goals.

Every relevant incident and action will be documented and dated. While various data will be part of an annual review, the Injury & Illness System Tracking Spreadsheet (Appendix B), which includes trend analysis and causation metrics, is a living document which is populated as events occur and reviewed often.



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### HEALTH & ACCIDENT PREVENTION

Accident prevention through early recognition and problem resolution is a prudent way to ensure workplace safety. It is every office staff, field inspector and security officer's responsibility to detect issues, not only as they occur, but as they [potentially] may happen. Should you see a potential hazard, whether in-house or at client job sites, you must report it by logging the hazard or potential hazard within the Health & Accident Prevention Form (Appendix C). This action will quickly be communicated to leadership who will have the opportunity to mitigate the potential issue.

Additionally, fully review and comply with WATCH GUARD 247's NY Forward/ Safety Plan and Protocols within a COVID-19 Environment', located at [www.watchguard247.com](http://www.watchguard247.com) (homepage tab) and review CDC requirements and COVID-19 memorandums circulated by WATCH GUARD 24/7.

Relating to COVID-19, remember to always:

- Wear your company provided cloth masks and wash them daily. Masks should be properly worn (securely covering nose and mouth). Masks should be regularly inspected, maintained, and replaced, as necessary. WATCH GUARD 24/7 maintains ample mask supplies for employee distribution.
- Practice frequent and meticulous hand washing with soap and warm water and wash for at least 20 seconds. If available, use a hand-sanitizer that is at least 60% alcohol-based but not as a replacement for washing.
- Avoid close contact with others of at least 6 feet (maintain social distance) and DO NOT partake in any physical contact and handshaking, whatsoever. The virus is spread primarily through respiratory droplets produced when an infected person coughs, sneezes, breathes, sings or talks. Respiratory droplets cause infection when they are inhaled or deposited on mucous membranes, such as those that line the inside of the nose and mouth.
- Avoid touching your eyes, nose, or mouth at any time but certainly with unwashed hands and after you have touched any surfaces. Hands touch many surfaces and may pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.



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- Cover your nose and mouth when coughing and/or sneezing and use a tissue and then immediately throw the tissue in the garbage and wash your hands thoroughly. Hand washing should also occur before touching your face, before and after eating, after using the restroom, after handling your mask, or any hand contact with surfaces.
- Avoid any contact at all times with anyone with cold or flu-like symptoms and consider in everything you do that people without symptoms may be able to spread the virus.
- Use the WATCH GUARD 24/7 Health Screening AP prior to leaving home for work. This is mandatory and assists in limiting exposure.
- If possible, increase ventilation by opening windows.
- Please notify WATCH GUARD 24/7 Management immediately if you are sick. If you develop fever, cough and difficulty breathing, seek medical advice promptly as this may be due to a respiratory infection or other serious condition. Do not work if you are sick.

Please note:

Wearing masks until further notice is mandatory. Should you not be able to wear a mask for health reasons you are to report this to your immediate supervisor and your specific situation will be given immediate attention.

Remember that as a front-line essential worker, properly wearing a mask when on the job is critical to staying safe and keeping the public safe.

WATCH GUARD 24/7 has witnessed overwhelming success in terms of the COVID-19 vaccines that are being administered. There is ample availability through COVID-19 vaccination sites for you to set an appointment with. As an employer of valued and essential, front-line workers, we do encourage taking all measures available to protect yourselves from the COVID-19 virus and those you come in contact with.



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### **WORKPLACE SAFETY QUESTIONNAIRE PROGRAM**

One of the most critical times to align all safety measures is during a new client security officer job site start-up.

During a site start-up, it is mandatory for every security officer starting at a new site (or an existing site incorporating a new, full or part-time security officer) to answer all applicable questions as written on the Workplace Safety Questionnaire (Appendix D) and documented through a field inspector or other start-up team member. This will ensure that it is documented that the officer has confirmed their knowledge and is aware of certain important information vital to performing his or her duties. This includes confirmations of awareness of the contents of site post orders, workplace safety issues, policies and procedure and PPE requirements, etc.

Each security officer hired by WATCH GUARD 24/7 will be aware of this requirement upon hire and will be directed by a supervisor to answer questions on this form through a manager's handheld device. Should any deficiencies exist, the deficiency must be corrected immediately and any remaining issues will be reported to a manager and logged and submitted to that manager electronically for follow up and communication storage.

The Workplace Safety Questionnaire will be utilized for not only all site start-ups, but will as well be used for all sites on an annual basis to confirm safety readiness and preparedness.

The Workplace Safety Questionnaire sets the stage for a successful start-up and ongoing adherence to safety protocols. As a security officer, if a field inspector has not communicated this information to you or you feel as though you are unprepared for the security tasks at hand please reach out to your immediate supervisor and we will rectify your situation.



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### **WORKPLACE SITE INSPECTION CHECKLIST PROGRAM**

One of the many ways WATCH GUARD 24/7 ensures close contact with its security officers and their respective job sites is in-person site inspection visits. This process is the cornerstone of our security and Risk oversight programs in terms of ongoing workplace site inspections.

It is the responsibility of all field inspectors, when visiting client sites, to inspect each site consistently and thoroughly. As each site has its own nuances and special situations, considerations to site customization are appropriate but shall not replace basic protocols.

In ensuring that each client site has been given the standard security Risk inspection and consideration, the Workplace Site Inspection Checklist (Appendix E) shall be completed in its entirety. This checklist is an electronic form which has been formatted within each field inspectors handheld GuardTrax phone (a tracking software which identifies and confirms when the field inspector checks into each site). The checklist will be populated in its entirety each time a Field Inspector arrives at a client site. The checklist enables the field inspector a consistent methodology through which Risk standardization can be accomplished and as well offers additional supports to the security officers as it will reveal a need for mentoring and corrective action.

Every site visit must incorporate a completed workplace site inspection checklist. Following completion of the checklist and the comments section relating to any concerns, the checklist will be forwarded to the appropriate directors' email group (as noted on the form), should there be any inadequacy outlined within the comments section. Only workplace site inspection checklists which contain sub-standard circumstances shall be sent to the director's email, whether the issue (s) has been resolved or not. The checklists will be checked on a daily basis by the sites' Director of Operations.

Regardless of completing the Workplace Site Inspection Checklist, all Field Inspectors will continue to log notes of every site visit into the company's HubSpot CRM system.



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### **MOTOR VEHICLE PROTOCOL & SAFETY PROGRAM**

All employees who drive a motor vehicle for WATCH GUARD 24/7 will comply with all policies and procedures to promote motor vehicle safety. The processes that are in place ensure safe driving conditions for the driver of the vehicle and the public. Once a driving candidate has been identified for a security driver position, the following protocols are mandatory:

- A Request for an abstract by the Operations Manager or Director is sent to Human Resources and the Recruiting Department via email.
- The driving applicants' driver's license information is verified by running a Department of Motor Vehicle driver abstract report.
- The abstract report is reviewed for the following criteria,
  - a. length of driving experience
  - b. number of points
  - c. number of accidents.
- If a candidate has less than five years of driving experience, or adverse information in their abstract which does not meet with the company's set criteria, he/she is disqualified from employment consideration. An email is then sent to the Operations Manager and/or Director with the reason for disqualification.
- Regardless of whether or not a driving candidate has the length of driving experience required, an evaluation form is filled out, providing a grading system. If the candidate falls below a certain grade point, will be disqualified and the Operations and Director is notified via email.
- If a candidate meets all requirements, an email approval is sent to the Operations Manager/ Director and the qualification is activated in Valiant, paperwork filed in personnel folder.

The WATCH GUARD 24/7 grade system scores applicants and drivers with 0-5 points as an acceptable driver, 6-10 points require management approval, and with 11 points and above applicants and employee cannot drive for any reason. Driver Evaluation Form (Appendix F).

Further to these protocols, the COVID-19 Vehicle Safety Protocol (Appendix G) should be adhered to so that safe conditions during the COVID-19 pandemic are maintained for all drivers utilizing WATCH GUARD 24/7 vehicles.



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APPENDIX A

INCIDENT/ACCIDENT REPORTING AND INVESTIGATIONS FORM  
INCIDENT/ACCIDENT REPORTING - PART A (Internal Only)

Form #1001

Employee/Victim/Complainant: \_\_\_\_\_ Date Report Written: \_\_\_\_\_

\_\_\_\_\_ Person writing Report: \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Who was Notified of the Incident and When? \_\_\_\_\_

\_\_\_\_\_

In Your own Words Please Give a Detailed Description of the Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did an Outside Agency Respond? \_\_\_\_\_

Name (s) & Badge Number (s) of Responding Personnel (Police/fire/EMS): \_\_\_\_\_

\_\_\_\_\_

What Action was Taken, by Whom, and When? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Official Police Report #: \_\_\_\_\_

Additional Notes (Complaint #, etc.): \_\_\_\_\_

\_\_\_\_\_

Clearly Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Field Inspector Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Director Name: \_\_\_\_\_ Signature: \_\_\_\_\_





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**INCIDENT/ACCIDENT REPORTING AND INVESTIGATIONS FORM  
INVESTIGATIONS FORM - PART B (Internal Only)**

Investigator Name (Must be Director or Above): \_\_\_\_\_

Corresponding Incident/Accident Report No.: \_\_\_\_\_

Investigation: \_\_\_\_\_

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Findings/Conclusion: \_\_\_\_\_

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Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VP Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Workplace Safety & Accident Prevention Program

### APPENDIX B

#### INJURY & ILLNESS TRACKING SYSTEM SPREADSHEET

#	DATE	INJURY	ILLNESS	EMPLOYEE NAME	EMPLOYEE WORKING LOCATION & ADDRESS	STATUS	STATUS DATE	CLOSED OUT (Y/N)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

CAUSATION METRIC		
	Cause of Injury	Number of Incidents
1	Slips & Falls	
2	Vehicle	
3	Weather Related	
4	Falling Debris	
5	Lifting	
6	Illness/COVID-19	
7	Hazardous materials	
8	Workplace Violence	
9		
10		



## Workplace Safety & Accident Prevention Program

### APPENDIX C

#### HEALTH & ACCIDENT PREVENTION FORM

Should a client site hazard be determined, the Security Officer will alert Dispatch to send a Field Inspector who will arrive and complete the below and immediately forward it electronically to the Operations Manager of the site. The Operations Manager escalates this document to the appropriate Director for action or confirmation if the hazard has been cured. Should an in-house hazard be observed, you will log the hazard and email the form to the in-house Safety Captain who will attend to the matter.

SITE NAME / ADDRESS	DATE	SITE ISSUE/HAZARD DESCRIPTION	EMPLOYEE NAME	OPS MANAGER NAME
	/ /21			

Security Officer Signature: \_\_\_\_\_ Date Signed: / / 21

Field Inspector Signature: \_\_\_\_\_ Date Signed: / / 21

Safety Captain \_\_\_\_\_ Date Signed: / / 21

#### INTERNAL (Director) USE ONLY (for immediate action)

CONFIRM ISSUE Y/N	DATE	DESCRIPTION OF CORRECTIVE ACTION	CORRECTIVE ACTION TIMETABLE	CONTROLS (IN PLACE)
	/ /21			

Director Signature: \_\_\_\_\_ Date Signed: / / 21

Vice President Signature: \_\_\_\_\_ Date Signed: / / 21



## Workplace Safety & Accident Prevention Program

### APPENDIX D

#### WORKPLACE SAFETY QUESTIONNAIRE (JOB START, NEW FULL/PART-TIME EMPLOYEES & ANNUALLY)

Client Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site Name: \_\_\_\_\_ Business Type: \_\_\_\_\_

Site Address: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Director Name: \_\_\_\_\_

QUESTIONS	Y/N	COMMENTS	LIST POTENTIAL WORKPLACE SAFETY ISSUES
Are you familiar with your WATCH GUARD 24/7 post orders?			1.
Are you aware and trained in your location's site evacuation plan?			2.
Do you know who to contact should you need to report a workplace safety issue?			3.
Please list any potential workplace safety issues and hazards.			4.
Are you aware of the client's workplace safety policies and protocols?			5.
Do you have the necessary personal protective equipment (PPE) that you need?			6.
Do you have any other safety or health concerns regarding the client site in which you work?			7.

Should you have workplace safety concerns above and separate from what you have shared, please contact your Operation's Manager.

Director Name \_\_\_\_\_

Director Signature \_\_\_\_\_ (Director signature denotes mitigation of safety issue/issues)

Date Signed \_\_\_\_\_



## Workplace Safety & Accident Prevention Program

### APPENDIX E

#### WORKPLACE SITE INSPECTION CHECKLIST (FILLED OUT BY FIELD INSPECTOR)

Field Inspector Name \_\_\_\_\_

	PLEASE COMPLETE ALL QUESTIONS	✓ OR ✗ OR N/A	COMMENTS
1	Does the security officer understand the sites post orders?		
2	Is the security officer being asked to perform tasks not included within the post orders?		
3	Is the security officer alert and attentive to his/her duties		
4	Has the security officer kept his/her log updated?		
5	Is the security officer's general area clean of garbage and debris?		
6	Is the security officer in a proper fitting uniform & wearing safety shoes, if required?		
7	Are entrance & exit locks secured correctly?		
8	Are gates and doors or other entrances and exits secured?		
9	Are there items in the general area that may cause slips & falls?		
10	Is there water on the any floor area that may cause an accident?		
11	Does the security officer have an Accident Prevention Form?		
12	Is the security officer wearing a mask and is it worn properly?		
13	Have you reminded the security officer to social distance?		
14	Do you know of any hazardous materials in the general area?		

Field Inspector Signature \_\_\_\_\_ Date:     /     /21

**Please send this form to the correct Director at:**

Joseph Anderle [SiteInspectionChecklistAnderle@NETORGFT3278103.onmicrosoft.com](mailto:SiteInspectionChecklistAnderle@NETORGFT3278103.onmicrosoft.com)  
Chris Kozak [SiteInspectionChecklistKozak@NETORGFT3278103.onmicrosoft.com](mailto:SiteInspectionChecklistKozak@NETORGFT3278103.onmicrosoft.com)  
James Alles [SiteInspectionChecklistAlles@NETORGFT3278103.onmicrosoft.com](mailto:SiteInspectionChecklistAlles@NETORGFT3278103.onmicrosoft.com)  
Warren Ernst [SiteInspectionChecklistErnst@NETORGFT3278103.onmicrosoft.com](mailto:SiteInspectionChecklistErnst@NETORGFT3278103.onmicrosoft.com)  
James Masiello [SiteInspectionChecklistMasiello@NETORGFT3278103.onmicrosoft.com](mailto:SiteInspectionChecklistMasiello@NETORGFT3278103.onmicrosoft.com)



## Workplace Safety & Accident Prevention Program

### APPENDIX F

#### DRIVER EVALUATION FORM

Completing this form is a primary step in evaluating an applicant for driving privileges. Additional steps will include checking prior driving history and a Drive Along Evaluation (DAE).

Driver Name:	
Date:	
License Status:	
Confirm 5-year consistent driving qualification (less than 5 years of consistent driving experience disqualifies the applicant)	Y/N
Consumer Report form signed and on file:	Y/N
Date MVR Report was run:	

#### Instructions

1. Use WATCH GUARD 24/7's point evaluation system for all driver applicants
2. List the correct number of points for sections A-D
3. Add up total points and grade the applicant

NOTE: Above 6 evaluation points will disqualify a new hire candidate as will other noted candidate incidents. An EVP/COO executive override is acceptable for a current driver with no more than 10 points and more than 1 year of service excellence with the company.

A.	Moving Violations	Points	Total
	None	0	
	Less than 3 Points on License	1	
	Between 3 & 5 Points on License	3	
	More than 6 Points on License	Disqualified	

B.	Number of Accident Within the last 3 Years	Points	Total
	None	0	
	1	1	
	2	3	

Driver Safety Program = Minus 1 Point (-1)



## Workplace Safety & Accident Prevention Program

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<b>C. Serious Moving Violations (within the last 7 years)</b>	<b>Points</b>	<b>Total</b>
Driving while impaired by, or under the influence of drugs/alcohol	N/A	Disqualified
Any felony, homicide or manslaughter involving the use of a motor vehicle	N/A	Disqualified
Speeding (20 mph over the limit)	3	
Reckless, negligent or careless driving	3	
License suspension or revocation	3	
Hit and run; leaving the scene of an accident	N/A	Disqualified

<b>D. Points</b>	<b>Grade</b>	<b>Score</b>
0-5	Acceptable Driver	
6-10	Driver needs management approval	
11 and above	Employee cannot drive a vehicle for any reason	

Completed By:	
Name of Supervisor:	
Date:	
Signature:	
EVP/COO signature for Approval (6+ points)	

Approve / Disapprove \_\_\_\_\_

According to FCRA, motor vehicle records constitute “consumer reports” and require authorization and disclosure to the applicant which must be completed prior to an MVR search and/or evaluation. Certain exceptions to these requirements may apply in circumstances where the driver is a current employee.

Always consult with Human Resources before conducting a search for a current employee.



## Workplace Safety & Accident Prevention Program

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### APPENDIX G

#### COVID-19 VEHICLE SAFETY PROTOCOL



To: **The WATCH GUARD 24/7 Field Team**

WATCH GUARD 24/7 continues to deter the potential impact of COVID-19 within our work spaces.

For your protection and the protection of your co-workers, it is mandatory that you adhere to the following protocols as a Field Inspector, or other personnel driving any company security vehicle.

When you complete your tour, please use the cleaning supplies provided within the security vehicle to thoroughly clean the following items:

- Steering wheel
- Door handles
- Window controls
- Gear shift
- Signal indicator
- Wiper control
- Fuel filler
- Radio

Should you run low on cleaning supplies please contact the Dispatch Department email group immediately and cleaning supplies will be replenished, same day.

If you experience any of the symptoms consistent with COVID-19 (fever, shortness of breath, etc.) please contact WATCH GUARD 24/7's Human Resources Director, Frances Velazquez, at 347-846-0436, for further guidance.

We appreciate your attention and cooperation in maintaining a safe and healthy work environment.