



HEALTH & SAFETY POLICY

Commitment to Safety

At Wekiva Island, we are dedicated to fostering a safe, healthy, and hazard-free work environment. Safety is integrated into every aspect of our operations, and our goal is **zero injuries, damage to property, or environmental harm**. We view health and safety not as individual responsibilities but as a shared commitment between the organization and its employees. **Every employee is responsible for identifying potential hazards** and complying with safety protocols to maintain workplace safety.

Policy Overview

Wekiva Island has implemented a **Workplace Safety Program** that aligns with our Workers' Compensation requirements and serves as our standard operating procedure. This program ensures every task is executed safely while enhancing product and service quality. Safety begins on **Day 1** of employment, continuing through **mandatory weekly, monthly, and periodic training** that covers both general safety guidelines and job-specific procedures. Regular **safety audits** ensure compliance, while employees are held accountable through **continuous safety evaluations**.

Key Responsibilities

- **Management:** Provide a safe work environment, enforce safety policies, and address hazards immediately.
- **Employees:** Follow safety rules, report hazards, and complete required safety training.
- **Supervisors:** Conduct inspections, monitor safety compliance, and provide corrective actions when needed.

General Safety Guidelines

Below are key rules for workplace safety. Specific instructions will be provided during **training sessions**.

1. **Hazard Awareness & Reporting:**
 - Identify and report unsafe conditions to your supervisor promptly.

- Participate in safety drills and inspections actively.
- 2. **Personal Conduct:**
 - No horseplay, running, or throwing objects in the workplace.
 - Avoid distracting coworkers from their tasks to prevent accidents.
- 3. **Clothing and Equipment:**
 - Wear appropriate protective equipment (e.g., gloves, goggles, safety shoes).
 - Avoid loose clothing or accessories around machinery to prevent entanglement.
- 4. **Workplace Organization:**
 - Maintain **clean and clutter-free workspaces** at all times.
 - Store tools and materials in designated areas to avoid accidents.
- 5. **Emergency Equipment & Access:**
 - Keep fire exits, electrical panels, and fire extinguishers accessible at all times.
 - Know the location of emergency equipment and participate in evacuation drills.
- 6. **Machinery & Equipment Use:**
 - Only operate machinery you are trained and authorized to use.
 - Inspect equipment before use and report any malfunctions immediately.
- 7. **Waste Disposal & Sustainability:**
 - Dispose of trash, glass, cardboard, and recyclables in the proper bins.
 - Follow waste management protocols to reduce environmental impact.

Proactive Safety Measures

- **Inspections & Audits:** Regular workplace inspections identify hazards before accidents occur.
- **Safety Meetings & Feedback:** Employees are encouraged to share safety concerns and solutions.
- **Emergency Procedures:** Routine drills ensure everyone knows how to respond during emergencies.
- **Incident Reporting:** All incidents, near misses, and unsafe conditions must be documented.

Disciplinary Actions for Non-Compliance

Failure to follow safety guidelines may result in disciplinary action, up to and including **termination of employment**. This policy ensures accountability and protects all employees.

Retaliation-Free Reporting

Wekiva Island **strictly prohibits retaliation** against anyone reporting a safety concern or participating in an investigation in good faith. Any incidents of retaliation will be addressed with appropriate disciplinary action.