

July 01, 2024

**POLICY STATEMENT REGARDING
RSJ (Risk Assessment and Safe Job) and Ergonomics at Work**

Purpose: The purpose of this policy is to ensure the health, safety, and well-being of all employees by implementing effective Risk Assessment and Safe Job (RSJ) practices and promoting ergonomic principles in the workplace.

Scope: This policy applies to all employees, contractors, visitors, and anyone else who may be affected by workplace activities. This policy is referenced in our Employee Handbook: Section 9- Workplace Safety and the Environment.

Policy Statements:

1. Risk Assessment and Safe Job (RSJ) Protocols:

- Regular risk assessments shall be conducted for all job roles and tasks to identify hazards, assess risks, and implement controls to mitigate those risks. BioSpectra, Inc. conducts confined space risk assessments prior to any activity of potential risk
- Employees shall receive adequate training on identifying hazards, reporting risks, and following safe job procedures. Relevant courses listed on MasterControl include BSI-0231 Hazard Communication Plan Training and BSI-0467 Employee Required Safety Training.
- Safe Job Procedures (SOPs) shall be documented and communicated to all relevant employees. These procedures should be reviewed regularly and updated as necessary. More information can be found regarding specific procedures in BSI-SOP-0591, Environmental Health and Safety Program, Sections: 4.3, Hearing Conservation and 4.4, Incident Reporting.

2. Ergonomics:

- The company is committed to providing ergonomic workstations and environments to minimize the risk of musculoskeletal disorders (MSDs) and other ergonomic-related injuries.
- Ergonomic assessments shall be conducted for all workstations and tasks where ergonomic risks are identified.
- Adjustments to workstations, tools, and equipment shall be made based on ergonomic assessments to ensure optimal ergonomic conditions for employees.
- Employees shall receive training on ergonomic principles, including correct posture, workstation setup, and safe working practices.

3. Responsibilities:

- It is the responsibility of the EH&S department to oversee all safe work practices and workplace ergonomics. Risk assessments are conducted routinely to ensure the safety of our employees and their direct environment.
- Management is responsible for providing adequate resources and support to implement and maintain effective RSJ and ergonomic practices.

- Employees are responsible for following safe job procedures, reporting hazards or ergonomic concerns, and participating in training programs related to RSJ and ergonomics.
- Health and Safety personnel shall monitor compliance with this policy, conduct regular inspections, and review RSJ and ergonomic practices to ensure continuous improvement.

Implementation: This policy shall be communicated to all employees upon induction and through regular training sessions. Managers and supervisors shall ensure that the policy is understood and adhered to within their respective departments. Compliance with this policy is mandatory, and any breaches will be dealt with according to the company's disciplinary procedures.

Conclusion: By adhering to this policy, we aim to create a safe and healthy working environment where employees can perform their jobs effectively and without unnecessary risk to their health and well-being. Effective implementation of RSJ and ergonomic principles is essential for achieving this goal and is a shared responsibility among all members of the organization.

Continuous Improvement: We will continuously review and improve our policies, practices, and procedures related to our company's risk assessments and proper ergonomics in the workspace to ensure alignment with internationally recognized principles and best practices.

Policy Review: This policy will be reviewed annually or as needed to ensure its effectiveness and relevance.

Policy Approval: Authorized person name: Paul DiMarco - Title: Sr. Vice President



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