

Safety and Accident Prevention Policy

"Ensuring a Safe and Hazard-Free Workplace for Every Employee"



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1. Purpose

The purpose of this policy is to establish safety and accident prevention measures to ensure a healthy and safe work environment for all employees working remotely online or from Satwic offices. This policy also supports Satwic's broader safety governance framework, including applicable Injury and Illness Prevention Program (IIPP), Emergency Action Plan (EAP), and Workplace Violence Prevention Plan (WVPP) requirements where such standalone plans apply.

2. Scope

This policy applies to all employees working remotely, at Satwic offices, or at any company-controlled workspace, including the Pasadena, California office location.

3. Employee Responsibilities

- **Maintain Workspace Safety:** Ensure your workspace is free from hazards such as loose cables, clutter, and inadequate lighting. Regularly check your setup to prevent accidents.
- **Report Incidents Promptly:** All work-related incidents, injuries, near misses, or occupational hazards encountered during remote or on-site office work must be reported immediately to your direct supervisor. If your supervisor is unavailable, or if the report involves your immediate supervisor, submit the safety report directly to the Designated Safety Officer or Human Resources through the formal reporting channel or online ticketing system. Satwic prohibits retaliation against employees for reporting safety concerns or injuries in good faith.
- **Follow Safety Protocols:** Adhere to the safety protocols outlined in our training sessions and setup guides to minimize risks and ensure a safe working environment.

4. Safe Work Environment

Workspace Setup:

- o Ensure the work area is free from tripping hazards and clutter.
- o Use a comfortable chair and desk to support good posture and ergonomics.
- o Make sure that the workspace is well-lit.

Office Safety and Hazard Controls:

- o **Maintain Clear Walkways:** Keep aisles, exits, stairways, and common areas free of boxes, cables, loose materials, spills, or other obstructions that may create slip, trip, or fall hazards.
- o **Facility Hazard Reporting:** Report unsafe office conditions, damaged furniture, poor lighting, water leaks, blocked exits, defective doors, or

building maintenance concerns promptly using the incident reporting channels in this policy.

- o **Office Equipment Safety:** Use office furniture, printers, shredders, kitchen appliances, meeting-room equipment, and other shared equipment only as intended. Do not operate damaged or malfunctioning equipment.
- o **Fire and Life Safety:** Do not block fire extinguishers, alarms, electrical panels, first-aid supplies, or emergency exits. Follow posted evacuation routes, alarm instructions, and site-specific emergency procedures.
- o **Chemical and Cleaning Product Safety:** Employees must follow label instructions for cleaning products and other office chemicals. Safety Data Sheets (SDS) will be maintained and made available where applicable.
- o **Visitor and Security Practices:** Follow posted office access, badge, visitor, and security procedures to support a safe and controlled workplace environment.

Ergonomic Considerations:

1. Desk Setup

- o **Desk Height:** Aim for a desk height that allows your forearms to rest comfortably, parallel to the floor, when typing. If your desk is too high, consider an adjustable chair with a footrest.
- o **Desk Depth:** Position your monitor about an arm's length away from where you sit. This reduces eye strain and allows a comfortable viewing distance.
- o **Workspace Organization:** Keep essential items like pens, notebooks, and phones within easy reach to avoid repetitive stretching or twisting.

2. Chair Positioning and Setup

- o **Chair Height:** Adjust the chair height so your feet are flat on the floor, and your knees are at or slightly below hip level.
- o **Lumbar Support:** Use a chair with adjustable lumbar support to keep your lower back properly aligned and supported.
- o **Seat Depth:** Ensure you have about a two-inch gap between the edge of the chair and the back of your knees. This reduces pressure on the backs of your legs.
- o **Armrests:** Adjust armrests so your shoulders remain relaxed. Your forearms should be able to rest comfortably at a 90-degree angle to the desk.

3. Monitor Positioning

- o **Height:** Position the monitor so the top of the screen is at or just below

eye level, allowing a slight downward tilt of your head.

- o Distance: Keep the monitor about 20-30 inches (50-76 cm) away from your face. A good rule of thumb is to place it about an arm's length away.
- o Dual Monitors: If you use two monitors, place the primary one directly in front of you and the secondary monitor slightly to the side. Position them at the same height to minimize head and neck strain.

4. Lighting

- o Natural Light: Place your desk near a window for natural light if possible, as it reduces eye strain and boosts mood. Avoid positioning your monitor directly in front of or behind a window to prevent glare.
- o Task Lighting: Use a desk lamp with adjustable brightness to provide focused light on documents or items you need to see clearly. A light with a flexible arm can be adjusted easily.
- o Ambient Lighting: Aim for diffused ambient lighting that lights the room evenly. Overhead lights should be bright enough to avoid relying solely on your screen for illumination.

5. Keyboard and Mouse Setup

- o Keyboard: Place the keyboard directly in front of you at a height that allows your wrists to be straight and your forearms parallel to the ground. Keep it close to reduce arm strain.
- o Wrist Position: Use a wrist rest or ergonomic keyboard if needed. Keep your wrists relaxed and straight; avoid bending or reaching.
- o Mouse: Position the mouse close to the keyboard at the same height. Consider an ergonomic mouse that fits the natural curve of your hand to reduce wrist strain.

6. Foot Positioning

- o Footrest: If your chair height prevents your feet from resting flat on the floor, use a footrest. A firm footrest helps maintain proper lower back support and blood circulation.
- o Leg Room: Keep the area under your desk clear to allow free movement and adjustments in posture.

7. Additional Tips for Ergonomics

- o Screen Breaks: Follow the 20-20-20 rule: every 20 minutes, take a 20-second break to look at something 20 feet away. This reduces eye strain

and encourages movement.

- o Posture Checks: Avoid slouching by periodically checking your posture. Sit back in the chair with your back against the backrest for proper support.
- o Standing Desk Options: If possible, alternate between sitting and standing to prevent prolonged static posture. Use a sit-stand desk or a converter if available.
- o Exercise and Stretching: Incorporate short stretching exercises for your neck, shoulders, wrists, and back throughout the day.

Electrical and Equipment Safety:

- o Avoid overloading electrical outlets.
- o Use surge protectors to safeguard equipment.
- o Keep all cords and cables organized to prevent tripping hazards.

5. Cybersecurity and Data Protection

- Ensure devices used for work are secured with antivirus software and regular updates.
- Use strong passwords and two-factor authentication for accessing company systems.
- Follow all company policies related to data privacy, confidential information, and
- IT security.

6. Health and Wellness

- Take short breaks to prevent strain from prolonged sitting and screen use.
- Establish a routine to maintain work-life balance and prevent burnout.
- Inform your supervisor of any health-related concerns that may impact your ability to work.

7. Emergency Procedures

- Know the emergency contacts and procedures applicable to your remote work location.
- Keep necessary emergency supplies, such as a first-aid kit, accessible within the

workspace.

- Employees working from Satwic offices must know posted evacuation routes, assembly areas, alarm procedures, and emergency contacts for the facility.
- Employees must promptly report blocked exits, missing emergency supplies, defective alarms, or other emergency-readiness concerns through the reporting channels in this policy.

8. Management Safety Responsibilities

- Program Oversight: Satwic management and supervisors are accountable for maintaining a safe and hazard-free workplace and for supporting implementation of this policy.
- Hazard Correction: Management must review reported hazards promptly, assign appropriate corrective actions, track completion, and communicate relevant updates to affected employees.
- Incident Review: Supervisors and designated safety personnel will initiate appropriate follow-up for reported incidents, injuries, near misses, or hazards, including documentation and corrective action where needed.
- Safety Training Access: Management will facilitate access to required safety training, setup guidance, emergency information, and related safety resources.
- Records and Documentation: Satwic will maintain records of reported incidents, completed corrective actions, employee safety training, and other required safety documentation in accordance with applicable state and federal recordkeeping requirements.

9. Compliance

- All employees are required to follow the guidelines outlined in this policy and all related safety procedures, including applicable IIPP, EAP, WVPP, hazard communication, incident reporting, and recordkeeping processes. Failure to comply may lead to corrective action in accordance with company policies.