



As a condition of employment:

Safety Policy

For:

Mountain Temp Services, LLC

MTS Mobile Staffing Services, LLC

Mountain Professional Staffing Services

Mountain Professional Cleaning & Janitorial Services

POLICY STATEMENT

The primary concern of Mountain Temp Services, LLC, MTS Mobile Staffing Services, LLC, Mountain Professional Staffing Services, and Mountain Professional Cleaning & Janitorial Services (hereafter referred to as MTS) is the health and safety of all of our employees. Our goal is to provide a safe and secure workplace for all employees on every job assignment. We monitor and diligently try to be aware of the work situations to which our employees may be exposed in order to avoid accidents. Before being assigned to a job, each employee will be required to demonstrate a basic understanding of the job requirements. While on a job assignment, MTS employees are required to follow all federal, state, and local safety laws, codes, and regulations.

We strive to comply with all applicable safety and health standards and expect the cooperation of all of our employees toward this goal. Employee knowledge and understanding of this program is essential in helping us maintain safe working conditions. All MTS personnel are engaged in assisting to keep work-related injuries and illnesses to a minimum. We are extremely proud of our record in reducing work-related injuries and illnesses.

Following is our company Safety Policy. Please read it thoroughly. You will be tested on the contents of the program prior to being hired and assigned to a job. The application and enforcement of MTS safety guidelines is essential to a positive occupational injury and safety policy and prevention program. MTS requires that its employees, as a condition of employment, comply with this Safety Policy.

Our goal is to reduce workplace injuries through increased communication and training with our clients and our employees. This communication and training is critical to ensuring the safety of our employees. The host employers, our clients, also have a vital role in creating and ensuring a safe working environment.

This Safety Policy supersedes all previous policies, statements, or other documents or communications dealing with the subject matter addressed in this Policy. Statements made in this Policy are not intended to, and do not, constitute a contract. MTS reserves the right to amend, suspend, terminate, deviate from, add or supersede any practice, policy, plan, program, or procedure at any time without notice. Employment with MTS is at-will, which means that MTS retains the right to end employment of any individual, at any time, for any reason, with or without cause or notice. Statements made in this policy are not to be construed as affecting or modifying in any way the at-will status of MTS employees.



Timothy P. Francis
President/CFO



Scott R. Davis
CEO

DESIGNATION OF RESPONSIBILITY

The responsibility and authority for the implementation and enforcement of the Safety Policy has been assigned to the MTS Safety Committee, comprising Tim Francis, Scott Davis, Gary Fuller, Jace Braun, Claudia Fragoso Ramirez, Michelle Jewart-Eguiarte, Christian Henrichon, Casey Clement, and Loren Ryerson herein referred to as the Safety Committee. Loren Ryerson is designated as the Safety Director. There will be one designated Assistant Safety Officer per MTS office to implement and oversee the Safety Policy. The MTS Assistant Safety Officers are Christian Henrichon in Aspen, Josh Morton in Carbondale, Michelle Jewart-Eguarte in Eagle-Vail, Justin Magnani in Dillon, Rafeal Reyna-Quioz in Steamboat, Jace Braun in Rifle, Claudia Fragoso Ramirez in Denver, Juan Narvaez in Longmont, Frank Mastrandrea in Fort Collins.

The primary responsibilities of the Safety Committee, Safety Director and Assistant Safety Officers are:

- Oversee the implementation of the Safety Policy.
- Ensure MTS complies with government standards concerning safety and health.
- Lead by example.
- Provide new-employee safety orientation.
- Provide appropriate PPE and maintain supplies to ensure employees have required safety equipment.
- Ensure safety training is provided for MTS employees.
- Ensure proper placement of employees. Meet with all clients to ensure that tasks and related hazards are identified and appropriate protections and training are provided before MTS employees are assigned.
- Provide and document regular safety training for all employees.
- Conduct periodic safety site visits to help client identify unsafe conditions and determine remedies.
- Conduct injury investigations, complete root cause analysis and manage all workers' compensation (WC) claims.
- Respond to questions regarding safety.
- Advise the Safety Director on all safety concerns and progress on WC claims.

The primary responsibilities of MTS employees are:

- Arrive every day mentally and physically prepared to work in a safe and appropriate manner.
- Wear/utilize the required personal protective equipment.
- Cooperate fully with your direct supervisor on any assignment and follow instructions.
- Abide by MTS safety rules at all time.
- Immediately report unsafe equipment, unsafe actions, and/or work conditions to your supervisor and MTS.
- Report all work-related injuries and incidents to your supervisor and MTS within 24 hours.

The ultimate responsibility for safety and health in the workplace rests with the management of MTS and its clients. The Safety Committee, Safety Director and the Assistant Safety Officers will report directly to Timothy P. Francis, President/CFO of MTS. However, it is the responsibility of each MTS employee to work to prevent injuries to themselves, fellow workers, and property. Furthermore, to ensure a safe work environment, all MTS permanent staff members are responsible for implementing and enforcing the Safety Policy.

We are concerned with our employees' safety and look forward to full cooperation of all our employees to assure compliance with this policy. Remember, neglecting safety is neglecting job responsibility.

PREPLACEMENT

MTS will take steps necessary to see that our clients have fully identified all tasks our employees are intended to perform. MTS will only place an employee on a job if we believe that he or she is capable of safely performing the essential functions of the job, with or without reasonable accommodation(s). The Safety Committee, Safety Director and Assistant Safety Officers will be responsible for monitoring the preplacement process.

We will use the following preplacement process to evaluate an employee's ability to perform the essential functions of a prospective job. MTS will review the application and interview the prospective employee to fully understand the individual's capabilities and qualifications in order to determine if an applicant is qualified for available assignments. The next step would involve appropriate evaluations to determine physical capability. This employment evaluation may include medical examinations and other considerations such as prior medical history and drug testing. The final step may include a personal background check and integrity testing. MTS uses ADP Screening and Selection Services, Merchants Information Solutions, and the Colorado Bureau of Investigation among others to gather this information. The individual may be assigned at the sole discretion of MTS upon satisfactory results

The aim in the preplacement process is to identify and maintain optimum safety in the workplace. By taking steps to match qualifications and abilities to the essential functions of jobs and job requirements, we will be able to dramatically reduce the likelihood of any work-related injury and or illness. MTS has a vital interest in maintaining safe, healthy and positive working conditions for our employees. MTS recognizes that individuals under the influence of drugs, alcohol, or other controlled substances may cause serious safety and health risks not only to themselves, but also to others who work with them. Please remember, our primary concern is for the health and safety of every employee working for MTS.

SAFETY RULES

The following rules are some basic principles of safety and general guidelines for all MTS employees. These rules are intended to supplement applicable legal requirements such as safety and health laws, regulations, standards, and codes. In case of any alleged conflict between such legal requirements and these rules, the legal requirements will supersede any of these rules.

These safety rules are designed to provide you with an orientation and knowledge of recognized and established safe practices and procedures that apply to many of the work situations you may encounter while employed by MTS. Since it is physically impossible to cover every work situation, as noted in the section regarding Safety Training, MTS expects the client to provide site specific safety training for the employee on any additional client-specific safety rules, hazards, materials, equipment and or conditions that may be encountered on the job and or at the worksite and on procedures to follow in case of an emergency.

If you are in doubt about the safety of any equipment, practice or procedure, please promptly consult your direct supervisor and MTS Branch Office for guidance **before** engaging in the practice, procedure or the use of the equipment at issue.

The following rules are basic principles of safety and general guidelines for MTS employees while working any job assignments:

1. All employees must immediately report changes in physical or psychological condition that may keep them from performing their jobs safely.

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2. All employees must promptly report changes in address and phone number, including emergency contact information.
3. All work should be planned to eliminate and reduce the risk of personal injury.
4. Employees should follow instructions, use common sense, and immediately report all unsafe working conditions to your direct supervisor and MTS Branch Office by phone or in person.
5. No MTS employee may drive a motor vehicle while working unless specifically cleared to do so by MTS.
6. Report all injuries and incidents at once, regardless of how minor it may seem. While immediate reporting of such injuries/incidents is best, we understand that, sometimes, that is not possible. However our policy requires reporting within 24 hours of the injury or incident.
7. Appropriate Personal Protective Equipment (PPE) will be worn at all times during the work assignment to ensure job specific safety.
8. Slips, trips, and falls are among the most frequent causes of accidents, serious injuries and fatalities on a job site, more than 12,000 people die each year from falling. It's important that workers recognize the hazards of slippery surfaces and the risk of falling when slippery conditions exist:
 - a. Wear MTS approved footwear:
 - i. Wear boots or shoes with non-slip soles. Tennis shoes are prohibited!
 - b. Walk consciously:
 - i. Be alert to the possibility that you could quickly encounter an unseen patch of ice and slip.
 - c. Walk cautiously:
 - i. Your arms help keep you balanced, so keep your hands out of your pockets and avoid carrying heavy loads that may cause you to lose your balance.
 - d. Walk small:
 - i. Avoid having an erect, marching posture. Look to see ahead of where you step. Try to avoid icy areas, but if that is not possible, when you step on icy areas, take short, secure steps, and walk as flat-footed as possible.
 - e. Watch where you walk:
 - i. Be aware of where you are walking. Continually look for and be aware of spilled liquids, ICY AREAS, materials, equipment, extension cords, changing surface levels, protruding objects, hanging objects and floor level changes. Secure electrical cords and hoses so they don't lie across walkways. If electrical cords must be laid across walkways, use approved cord covers whenever possible.
 - f. Be careful on stairs and platforms:
 - i. Do not run when going up or down stairs.
 - ii. Check to see that stair treads and platforms are in good shape, with no obstructions.
 - iii. Always use the handrails that are provided.
 - iv. Avoid carrying large or heavy loads when going up or down stairs. Seek assistance whenever needed.
 - v. Always keep one hand free to use the handrail, both going up and down the stairs.
 - vi. Keep all stairs and walkways clear of debris and potentially slippery substances, such as ice, snow, water, oil or grease. Keep passageways free of tools, equipment, and other materials. Practice good housekeeping in these nonproduction areas. When stairs and walkways are provided, use them. Don't risk your safety to save a few steps or a few seconds. Hopping off loading docks or jumping over piping is prohibited.
 - g. Avoid carrying materials that obstruct your vision:
 - i. Use mechanical aids (following applicable training and safety/use instructions in the owner's or user's manuals), such as dollies, to transport bulky or heavy loads.

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- h. Be careful when walking on asphalt, oiled surfaces and icy areas:
 - i. Snow or rainwater may produce an oil or ice sheen and create slippery walking conditions. Unlike some exposures, stair hazards or slippery walkways can appear overnight.
 - ii. Take action to remedy the problem when you see it.
- 9. Ladder safety:
 - a. Stepladders:
 - i. Make sure the spreaders are locked open before climbing.
 - ii. Make sure nearby doors are locked with signage posted or walkways barricaded with signage posted to prevent collisions.
 - iii. Never overreach while working on a stepladder. Climb down the ladder and then safely move the ladder instead.
 - iv. Never climb above the second rung from the top.
 - b. Straight Ladders:
 - i. Always use the 4-to-1 rule: Position the base of the ladder one foot out from the wall for every four feet of the ladder's height up to the support point.
 - ii. A straight ladder should extend at least three feet past its support point.
 - iii. Tie down your ladder as close to the support point as possible.
 - iv. Use only straight ladders that have properly functioning safety feet.
 - v. Never climb past the third rung from the top on a straight ladder.
 - vi. Never overreach: The trunk of your body should not extend past the side of the ladder.
- 10. Lifting:
 - a. Some loads are too heavy to be safely lifted by one person. Before lifting, make an initial judgment as to whether the load can be safely lifted and in what manner. Seek assistance whenever needed.
 - b. Position your feet correctly, one foot next to the load and one foot behind it.
 - c. Center yourself over the load, squat at the knees with your back straight and your head forward.
 - d. Grip and hug the load using your full palms and keeping your elbows and arms near you.
 - e. Lift straight up, thrusting down with your legs.
 - f. Never twist your body. If you must turn, point your feet in the direction you need to turn.
 - g. Set the load down by slowly bending your knees, letting your legs do most of the work.
 - h. Don't let go of the load until it's on the ground.
- 11. The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDS) to communicate the hazards of hazardous chemical products. Employers must ensure that SDS are readily accessible to employees. Be familiar with these documents if hazardous chemicals are used or stored in the work place. Follow all protective measures regarding such chemicals, including, but not limited to, properly using appropriate PPE.
- 12. All employees are responsible for cooperating with MTS in the recognition and elimination of unsafe working conditions. Good safety practices reduce accidents.

The following rules are basic principles of safety and general guidelines for MTS employees working in construction:

- 1. During the course of new construction, construction remodels or construction repairs, keep all work areas free of debris and excess materials such as form and scrap lumber with protruding nails. The work area includes passageways, stairs, and rooms in and around any structures.

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2. Be familiar with the location of a job fire extinguisher and the location of a First Aid Kit. If a fire strikes, sound the alarm and call the fire department no matter how small the fire appears to be.
3. PPE, Personal Protective Equipment (ANSI approved), such as hard hats, gloves, safety vests and glasses are provided by our office and must be worn at all times in accordance with the job requirements. Dust masks, safety goggles, hearing protection, and other PPE are available as needed. If you are ever in doubt as to whether PPE is needed for a particular task, please promptly check with your supervisor and please do not undertake the task until your supervisor has responded to you.
4. According to 29 CFR 1910.136(a), each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards. Safety footwear shall comply with ASTM and /or ANSI standards and can be obtained at several different locations and is each individual employee's responsibility.
5. Shirts are to be worn at all times and shorts, tennis shoes, etc. will not be allowed.
6. Employees may only operate machinery, tools and equipment that they have been trained and equipped to use. Follow directions and operation manuals at all times. Make sure the equipment or tools have been properly maintained and all guards and built in safety precautions are operational. Properly wear the required personal protective equipment supplied by the client, and be extremely careful when working around heavy equipment.
7. MTS will work to ensure an employee is not assigned a job working with equipment he or she has not received safety training for. Immediately inform your direct supervisor and MTS Branch Office by phone or in person if you are uncomfortable with any equipment a client wants you to operate.
8. MTS will require all contractors have securely protected trenches and proper excavation walls. MTS will require the client to ensure that a "competent person" is supervising any work being done in or around trenches. If you notice any possible excavation collapses or potential excavation cave-ins report them immediately to your direct supervisor and MTS Branch Office.
9. Be aware of all power, gas, electric, cable, and phone lines that may be exposed when digging and working in the ground. If you are unsure at any time, immediately speak to your direct supervisor so that any line can be identified and dealt with properly.
10. When working with shovels, picks and pry bars, watch that other persons are clear of your "line of fire", and be sure to stay clear of other persons using these tools.
11. If an employee is exposed to falling 6 feet or more from an unprotected side or edge, the employer must select a guardrail system, safety net system, or personal fall arrest system to protect the worker:
 - a. MTS will require the client to ensure that a "competent person" is supervising any work being done requiring fall protection.
 - b. Guardrails are generally 42 inches high with an intermediate rail (approximately halfway between the top rail and floor/platform/walking surface) and must be able to withstand a force of at least 200 pounds applied in any direction at any point on the top rail. If there is no wall or parapet at least 21 inches high protecting an edge, you must install mid-rails or screens between the top of the guardrail and the walking or working surface to prevent falls.
 - c. Safety nets are usually made of rope mesh and are designed to catch workers if they fall. Safety nets are to be provided when workplaces are more than 25 feet above the ground or other surface where the use of ladders, scaffolding, catch platforms, temporary floors, safety lines, or safety belts is impractical. Any safety nets must comply, in all respects, with applicable OSHA standards.
 - d. Personal fall arrest systems provide each worker with individual fall protection. Workers wear a body harness connected by a lifeline to a fixed anchor. The anchor must be able to withstand 5,000 pounds of force, and the lifeline must be made of webbing or have a wire core if it might

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come in contact with a sharp edge. The personal fall arrest system must be designed to prevent a fall of more than 6 feet and before contact with any lower level. Workers must be trained to use personal fall arrest systems properly and to inspect them before each use. The only purpose of a personal fall arrest system is to protect workers from falls. They should never be used to hoist tools, equipment, or materials. Personal fall arrest systems must comply, in all respects, with applicable OSHA standards. Our clients supply all specialized safety equipment such as fall protection devices wherever necessary and certain fall equipment can be found in the MTS offices and will be distributed when needed. You must receive proper training before using any of this equipment. If you do not receive such training, please promptly notify your MTS Branch Office.

12. Scaffolding Safety:

- a. MTS will require the client to ensure that a “competent person” is supervising any work being done on or around scaffolding.
- b. Use scaffolding with a capacity/rated for the work at issue.
- c. Set it up right
 - i. Lay floor planks tightly with no space between them. Planks should be the same size and thickness.
 - ii. Plank ends should extend six to no more than 12 inches from the edge of the scaffolding.
 - iii. Platforms six or more feet above the ground must have OSHA-compliant top rails, mid-rails and toe-boards on all open sides and ends.
 - iv. Always replace guardrails that you removed to load materials. Make sure wheels are locked on wheeled units.
 - v. Use a ladder, not the scaffolding’s cross-braces, to climb onto the scaffolding.
 - vi. Use correct procedures when anchoring suspended scaffolding
 - vii. Always use a fall-arrest system when working on suspended scaffolding.
 1. A fall-arrest system includes full-body harness, lanyard, rope grab and an independent vertical lifeline anchored to the top of the structure.

The following rules are basic principles of safety and general guidelines for MTS employees working in cleaning, janitorial, housekeeping, other hospitality positions and general industry:

1. Always use required slip resistant shoes.
2. Other PPE, such as cut resistant or other protective gloves and eye protection shall be used as required for job specific hazardous tasks.
3. Always use a stepstool; never stand on toilets, bathtubs, or chairs.
4. Be aware of sharp objects and all biohazards and notify a supervisor to ensure proper disposal.
5. Obtain assistance when lifting mattresses or large furniture, never lift alone.
6. Check vacuums and other electrical equipment for proper grounding plugs. Do not use if the ground pin is missing or the cord is damaged.
7. Ensure housekeeping carts are well maintained.
8. Post appropriate signage when cleaning or polishing floors.
9. Handle trash as if it contains hazardous items.
10. Ensure all chemicals and cleaning supplies are properly labeled.
11. Keep walkways clear of boxes and other obstructions.
12. Close cabinets used for storage when not in use.
13. Never block fire exits or fire extinguishers.

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14. Wherever there is an area or platform, particularly in loading dock areas, that creates a fall hazard of 4 feet or greater ensure there is some type of fall protection including guard rail or hand rail.

The following rules are basic principles of safety and general guidelines for MTS employees working in office or clerical positions.

1. Do not go outside the job description given to you by MTS.
2. Be aware of all workplace conditions including any hazards such as steps, wet floors, and any obstacles that could hinder movement.
3. Wear the appropriate clothing based on the job description given by MTS, i.e. shoes, attire.
4. Make MTS aware of any prior physical restrictions you have or medical conditions no matter how minor.
5. Immediately notify your MTS Branch Office of any concerns with the office environment, i.e. lighting, uncleanliness, carpeting, possible falling objects, etc.
6. Immediately notify your MTS Branch Office of any hazardous equipment that may create a hazardous working environment, i.e. electrical or poorly maintained office equipment.
7. Filing cabinets can pose several safety risks, from catching fingers to tipping forward. Take care when opening and closing filing cabinets. Keep all heavy items in the lowest drawers and do not open two top drawers at any time and do not put any items on top of the cabinet.
8. Lifting filing boxes is one of the major causes of injuries in an office setting. Before lifting, make an initial judgment as to whether the load can be safely lifted and in what manner. Seek assistance whenever needed.

SAFETY TRAINING

MTS will provide our clients with a generally trained and equipped employee to accomplish an assignment as identified and requested by the client. MTS expects the client to provide, prior to the actual commencement of work, site-specific safety training for the employee on any additional safety rules, any hazards, materials, equipment and or conditions that may be encountered on the site and on procedures to follow in case of an emergency. MTS will provide only the following personal protective equipment to its employees, as necessary for the assignment: hard hat, safety glasses, gloves, safety vests and ear protection. MTS expects the client to provide, prior to the actual commencement of work, any other personal protective equipment appropriate to such site-specific hazards, materials, equipment and or conditions.

MTS is committed to providing initial and ongoing training to ensure the safety of all MTS employees. Every employee will be provided new-employee safety orientation to include a discussion on this policy to ensure understanding and compliance. Before going on a job, employees will be supplied safety cut sheets and or shown safety videos that will demonstrate certain proper safety techniques to increase awareness of the types of possible hazards found on job sites. The cut sheets will relate to the various trades we cater to and will act as a tool to train and increase the employee's awareness of possible hazards and proper safety techniques on the job site. Each employee will sign the specific safety cut sheets indicating he/she understands the safety procedures described within. We feel that if every employee reads and discusses these cut sheets weekly, work related injuries and illnesses would be drastically reduced. Mandatory safety meetings will be held by each MTS office ensuring that all employees understand not only the importance of safety, but also the proper way to practice it, including annual training for all employees on this policy and current designated medical providers.

DRUG-FREE WORKPLACE POLICY

MTS is committed to protecting the safety, health, and well-being of all employees in our workplace. We recognize that alcohol and drug use pose a significant threat to safety, security, and productivity. For this reason, we have established a drug-free workplace policy which applies to all MTS employees.

Prohibited Behavior:

The use, consumption, sale, purchase, transfer, manufacture, or possession of alcohol or controlled substance by any employee while working on any assignment or while operating or occupying MTS equipment, machinery or vehicles is prohibited. Reporting to work or working while under the influence of alcohol or illegal drugs is also prohibited.

Controlled Substances:

As used in this policy, controlled substances include any drug that is illegal under federal or state law, or that is legally obtainable but has not been legally obtained. The term includes prescribed drugs which are not being used for the prescribed purpose or in the prescribed manner.

Examples include, but are not limited to:

- Amphetamines
- Cocaine
- Narcotics, barbiturates
- Cannabinoids
(THC/Marijuana)
- Crack, phencyclidine (PCP)
- Opiates
- Stimulants, depressants

Drug and Alcohol Testing:

Drug and alcohol testing designed to accurately identify impairment caused by substance abuse may be conducted for the following reasons:

- **Pre-Employment:** Pre-employment testing may take place after a conditional job offer has been extended.
- **Post-Accident:** Post-accident drug and alcohol testing will be performed only upon reasonable suspicion that drug or alcohol use contributed to the accident unless otherwise required by applicable law.
- **Reasonable Suspicion:** Employees may be subject to testing based on a belief by management that an employee is using or has used alcohol or drugs in violation of this policy.

Searches:

Entering MTS's property or accepting any job assignments constitutes consent to searches and inspections on site or at any locations where an assignment is given. If an employee is suspected of violating the Drug-Free Workplace Policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, wallets, purses, backpacks, briefcases and lunchboxes, desks and workstations, and vehicles and equipment.

Medication Guidelines:

Use of a prescription medication that may pose a threat to workplace safety must be discussed with the employee's supervisor before starting work on a daily basis.

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Consequences:

Applicants and employees who test positive for the list of controlled substances and drugs may be dismissed directly.

Employees who violate this policy may be discharged from employment, and in the case of injury, will lose lost time benefits to the extent permitted by law. Additionally, employees may be subject to immediate discharge for any of the following:

- Refusing the screening or the test.
- Adulterating or diluting the specimen.
- Substituting the specimen with that from another person or sending an imposter.
- Not signing required consent forms.
- A positive test result.
- Refusing to cooperate in the testing process in such a way that prevents completion of the test.

MTS encourages employees to voluntarily seek help with alcohol and drug problems. Employees, however, should seek help before the dependency affects their job performance. While alcohol and drug dependency itself is not grounds for discipline or termination of employment, any work problems resulting from such use or dependency will be dealt with as any other work-related problem and may be cause for discipline or discharge.

DISCIPLINARY SANCTIONS

MTS believes that providing positive reinforcement for employees who perform tasks in a safe manner is a great way to emphasize the importance of safety. MTS also recognizes that enforcement of the Safety Policy shows our commitment to our workers' safety and wellbeing.

MTS has every intention of placing our employees into a safe and healthy work environment. This goal can only be realized when all employees comply with the MTS's rules, policies and procedures, as well as those of our clients, and applicable local, state and federal laws. Unsafe conditions, faulty equipment, inadequate safety practices, and other potential health hazards are not always obvious and are often difficult to identify. Your cooperation is essential in helping MTS identify and resolve potential health and safety hazards. All employees must immediately report any unsafe conditions to their direct supervisor and the MTS Branch Assistant Safety Officer. Failure to report these hazards and to continue working despite such hazards is a policy violation.

MTS attempts to deal constructively with all employee safety violations. Any employee who violates any safety rule and or this Safety Policy may be subject to discipline, up to and including immediate termination. The disciplinary process used will be determined by MTS in its sole discretion in light of the facts and circumstances of each case. Each situation will be considered in light of a variety of factors including, but not limited to: the seriousness of the violation, the employee's past conduct and length of service, and the nature of the employee's previous performance or incidents involving the employee. Depending on the situation, disciplinary action may include any of the following:

- Verbal warning.
- Written warning.
- Suspension with or without pay.
- Immediate termination of employment.

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Under Colorado Workers' Compensation Act, an employee's compensation benefits may be reduced up to 50% in certain situations in which a work-related injury or illness is the result of an employee's failure to follow an employer's safety rule.

Because all MTS employees are employed on an at-will basis, MTS has the right to discharge any employee at any time for any reason (including for safety violations), with or without cause or notice.

INJURY CLAIM MANAGEMENT

Goal:

MTS is concerned with the wellbeing of our employees. While accidents and illnesses happen, we believe that by following our Safety Policy, we can reduce them. We are extremely concerned about the employee's care, maximum recovery, and the employee's ability to return to work. We will strive to assist in providing modified duty during the recovery period. Our goal is getting the employee back to his or her regular job as soon as possible.

Claims Procedure:

If any employee is injured on the job, MTS will take immediate action to begin rehabilitation towards pre-injury health. All employees should be familiar with the notice to employees regarding their rights under the Workers' Compensation Act which is posted in each MTS office. As stated in the poster, employees are responsible to provide written notice of a job-related injury to MTS within four working days after an accident. However, under MTS policy, every claim must be reported to the direct supervisor and the MTS Branch Assistant Safety Officer immediately but no less than 24 hours of the injury, even if the employee doesn't feel it is necessary to seek medical attention. Failure to report an injury in writing within four (4) working days may result in the loss of up to one day of compensation for each day the employee fails to report the injury.

The MTS Branch Assistant Safety Officer will investigate the claim as soon as possible. MTS has an injury investigation procedure and a packet prepared for this purpose. An employee accident report and written statement must be completed by the injured employee. The job site will be inspected for possible safety hazards or violations and everyone involved will be questioned and a written witness statement report will be requested. Upon collection of all the facts and statements, an injury investigation and root cause analysis report will be completed.

In the event of a life or limb-threatening emergency, employees will be sent to the nearest emergency medical facility. A medical provider designated below must provide follow-up care. MTS will require alcohol and drug testing following an injury. Positive testing may result in immediate dismissal.

DESIGNATED MEDICAL PROVIDERS

MTS, in an effort to reduce medical and compensation costs, while improving patient care and communication between all involved parties, has selected the following medical facilities for the treatment of all work-related injuries and illnesses. Effective immediately, all employees must obtain treatment of work-related injuries and illnesses from one of the providers listed below:

ASPEN MEDICAL CARE
101 FOUNDERS PLACE STE 109
ASPEN, CO 81611
(970) 920-0104

DOCTORS ON CALL
142 BEAVER CREEK PLACE
AVON, CO 81620
(970) 949-5434

HEALTHONE CARENOW URGENT CARE
5990 S UNIVERSITY BLVD
GREENWOOD VILLAGE, CO 80121
(720) 446-5890

ASPEN MEDICAL CARE
204 BASALT CENTER CIRCLE
BASALT, CO 81621
(970) 920-0104

VVMC/OCCUPATIONAL HEALTH CLINIC
220 CHAPEL PLACE STE 101
AVON, CO 81620
(970) 569-7715

MIDTOWN OCCUPATIONAL HEALTH SERVICES
2420 W 26TH AVE BUILDING D STE 200
DENVER, CO 80211
(303) 831-9393

MIDVALLEY FAMILY PRACTICE PC
1450 E VALLEY ROAD STE 102
BASALT, CO 81621
(970) 927-4666

CCOM FRISCO
18 SCHOOL ROAD STE 125
FRISCO, CO 80443
(970) 668-2510

WORKWELL OCCUPATIONAL MEDICINE
3350 AURORA ST
AURORA, CO 80010
(303) 365-4646

GLENWOOD MEDICAL ASSOCIATES
1830 BLAKE AVENUE - 1ST FLOOR
GLENWOOD SPRINGS, CO 81601
(970) 945-8503

HIGH COUNTRY HEALTHCARE
265 TANGLEWOOD LANE STE E-1
SILVERTHORNE, CO 80498
(970) 468-1003

WORKWELL OCCUPATIONAL HEALTH CLINIC
205 S MAIN STREET STE C
LONGMONT, CO 80501
(303) 702-1612

GRAND RIVER PRIMARY CARE
501 AIRPORT ROAD
RIFLE, CO 81650
(970) 625-1100

STEAMBOAT MEDICAL GROUP
1475 PINE GROVE RD #102
STEAMBOAT SPRINGS, CO 80487
(970) 879-0203

CHMG-OCC HEALTH
4674 SNOW MESA DRIVE STE 200
FORT COLLINS, CO 80525
(970) 465-8450

WORKPARTNERS
2646 PATTERSON ROAD STE A
GRAND JUNCTION, CO 81506
(970) 241-5585

YAMPA WORKS – OCC HEALTH SERVICES
3001 S LINCOLN AVENUE STE A
STEAMBOAT SPRINGS, CO 80487
(970) 875-2750

WORKWELL OCCUPATIONAL HEALTH CLINIC
1600 SPECHT POINT DRIVE
FORT COLLINS, CO 80525
(970) 672-5100

Employees must notify their direct supervisor and MTS Branch Assistant Safety Officer immediately after an injury occurs. If an employee fails to report the injury **within 24 hours of the accident, he/she risks having any claim denied!** If an unauthorized medical provider treats an employee, the employee will be responsible for payment of said treatment, unless a life or limb-threatening emergency existed.

All employees are required to read our designated medical provider memorandum and sign acknowledging this MTS policy.

RECORD KEEPING

A first report of injury will be filed with Pinnacol Assurance and an injury claim number will be assigned when medical treatment is required. The employee will be notified of this action in writing. It is crucial that regular communication between all medical providers, Pinnacol Assurance, and the employee continue with our office for the duration of the injury.

MTS will be diligent in maintaining records of all work related employee injuries and illnesses. These records will include the employer's first report of injury, the employer's accident investigation notes, the medical providers' correspondence and medical billings, Pinnacol Assurance correspondence and all other pertinent information regarding the employee's injury or illness.

MTS will maintain records of employee safety violations, job attendance records and all documents regarding safety rules and training that have been read and signed by our employees. We will also follow up on all claims to determine possible causes of injuries and accidents and ways to prevent them in the future. We feel

MTS Safety Policy

that by utilizing extensive and comprehensive record keeping practices we will be able to ensure that injuries and illnesses are kept to a minimum and are dealt with in the most timely and effective manner possible.

MODIFIED DUTY

MTS will attempt to place employees into appropriate modified duty positions when needed, after an employee has sustained an injury or illness. An injured employee with doctor's restrictions will receive a Rule-6 Letter from MTS by Certified Mail. The Rule-6 letter will contain descriptions of jobs approved by their doctor the employee can perform. We will strive to keep an employee working on such modified duty until they are released to full duty. We will assist in necessary training, review potential jobs and maintain contact with the medical provider for assistance in placing our employees.

Any employee who refuses modified duty will be terminated and may lose certain workers' compensation benefits to the extent permitted by law.

As an employee of MTS, I understand in the case of a work-related injury I will be offered modified duty based on a doctor's restrictions. If I turn down or refuse the modified duty I understand I will be terminated and may lose certain workers' compensation benefits to the extent permitted by law.

WORKERS' COMPENSATION FRAUD

Committing workers' compensation fraud is a class 5 felony. If you intentionally misrepresent a work-related injury or commit policy fraud, you may be prosecuted to the fullest extent provided by law. Commit workers' compensation fraud and you will lose your job, and you may also be subject to loss of workers' compensation benefits, fines, and even imprisonment. MTS will thoroughly investigate each and every accident claim.

As an employee of MTS, I understand that workers' compensation fraud is illegal and will not commit workers' compensation fraud.

SAFETY POLICY ACKNOWLEDGMENT

I have received, read, and fully understand the Safety Policy and will abide by and fully comply with it at all times. I will immediately report any safety violation, including those noted by others during the course of any work assignment. I realize it is my obligation as an employee of MTS to help provide a safe and healthy workplace for all persons throughout the duration of any work assignment.

I understand that my employment is at-will, which means that either I or MTS may end the relationship at any time for any reason without cause or notice. I further understand that the language contained in this Safety Policy does not modify the at-will relationship or create a contract of employment.

Applicant Name

Applicant Signature

Date

Initials

SAFETY RULE QUIZ

1. Who do I report unsafe conditions to?
 - a. Mountain Temp Services
 - b. On-site supervisor
 - c. Nobody
 - d. A and B
2. When should I report unsafe conditions?
 - a. Never
 - b. Once a week
 - c. Immediately
 - d. When asked by your supervisor
3. How many people die from falling each year?
 - a. 4,000 or less
 - b. Between 4,000 and 8,000
 - c. More than 12,000
 - d. None
4. What can MTS employees do to avoid slips and falls?
 - a. Mark, report or clean up hazards
 - b. Always be aware of where you are walking
 - c. Wear slip resistant shoes
 - d. All of the above
5. When climbing a straight ladder, what are you required to do?
 - a. Maintain the 4-1 rule
 - b. Extend ladder at least three feet past support point
 - c. Never overreach
 - d. All of the above
6. What should you stand on when trying to reach up high?
 - a. Stepstool
 - b. Bathtub or toilet
 - c. Chair
 - d. All of the above
7. When lifting, you should?
 - a. Position your feet correctly
 - b. Center yourself over the load
 - c. Never twist your body
 - d. All of the above
8. What Personal Protection Equipment (PPE) is not required by MTS for construction workers?
 - a. Hard Hat
 - b. Safety vest and glasses
 - c. Steel toed boots
 - d. Short pants
9. If you are injured on the job how soon should you report the injury to your MTS Branch Assistant Safety Officer?
 - a. Within 4 days
 - b. Within 24 hours
 - c. Within 30 days
 - d. At the end of the year
10. Will you be subject to drug testing if you are involved in an on-the-job accident?
 - a. Yes, based upon reasonable suspicion that drug or alcohol use contributed to the accident
 - b. Yes, always
 - c. No
11. If you are injured while violating a safety rule, could you lose your workers' compensation benefits?
 - a. Yes
 - b. No
12. If you commit workers' compensation fraud, you can:
 - a. Lose your job
 - b. Be fined up to \$750,000
 - c. May go to prison for 12 years
 - d. All of the above

Applicant Name

Applicant Signature

Date