**OBJECTIVE**

Provide the right conditions, taking care of, and protecting the integrity, as well as ensuring the well-being of the workers of the company.

**INTRODUCTION**

Occupational safety and health are regulated by various precepts contained in the ETI Base Code, the National Political Constitution, the Organic Law of the Federal Public Administration, the Federal Labour Law and the Federal Regulations on Occupational Safety and Health, as well as by the official norms of YOUR COUNTRY matter, among other regulations.

**RESPONSIBILITY**

* The Head of Safety and Hygiene shall review this document and provide feedback, if any changes are made. In addition to being responsible for overseeing that all staff comply with the regulations and policies of hygiene and safety of workers.
* Assigned and properly trained personnel should follow up on first aid and emergencies arising, as well as monitor the medicine cabinet correctly.
* All staff will be responsible for the implementation of this SOP.

**PROCEDURE**

The following important points should be taken into account in compliance with this procedure at all times:

* There must be an accessible medicine cabinet that covers all personnel in the company.
* The necessary documentation should be provided as risk factors, such as safety sheets and chemical data sheets used.
* It must be ensured that all personnel working in the company whether internal, temporary, or subcontracted, comply with the internal labour regulations.
* Monitor at all times the work activities carried out by the staff during each of the processes, to detect in a timely manner absences or incorrect use of machinery, equipment, or personal protective equipment.
* Ensure that staff are constantly trained in topics of: First Aid, Detection of Infectious Diseases, Management of Poisonous Insect Bites, Good Use and Management of Chemicals, Good Safety Practices, Health, and Worker Hygiene.
* Monitor the implementation of preventive maintenance programs and the proper execution of corrective maintenance, when necessary.
* Clear and understandable signage on safety conditions.
* Assess the need for extinguisher placement, if there is any flammable risk.

**Medicine cabinet**

1. The medicine cabinet must be in an easily accessible location, with the staff trained for its handling, and an assortment of necessary supplies, and ready to use.
2. Easy to transport, it is identifiable with a visible red cross, not too heavy, without padlocks or devices that hinder access to its contents, and with an updated inventory.
3. That it is in a cool and dry place, the instruments are clean, the bottles are closed and preferably t plastic, with non-expired and ordered material.
4. Dry material, liquid, instruments and complementary material should be classified. It should be noted that the quantity of material must be adequate with respect to the use to which it is to be used and the economic possibilities available. All of the material mentioned below is basic and must exist in any medicine cabinet:

**Dry material**

Due to its characteristics it must remain in that state:

* Cotton balls;
* 5 X 5 cm gauze;
* 10 X 10 cm gauze compresses;
* Adhesive fabric;
* 5 cm X 5 m elastic roll bandages;
* 10 cm X 5 m elastic roll bandages;
* Gauze bandages;
* 4, 6, and 8 bandages;
* Tongue depressors;
* Cloth dressings or adhesive bandages, and
* Triangular bandage

**Liquid material**

* Antiseptics;
* Neutral soap, preferably liquid;
* Vaseline;
* Alcohol, and
* Boiled or sterile water

**Instruments**

* Straight scissors and button scissors;
* Straight Kelly tweezers;
* Toothless dissection clamps;
* Thermometer;
* Rubber band, and
* Disposable 3.5- and 10-ml syringes with their respective needles.

**Complementary material**

* Ones which may or may not be part of the medicine cabinet.
* Hand flashlight;
* Cord;
* Surgical gloves;
* Umbilical cord medical clamp;
* Stethoscope and sphygmomanometer;
* Wood or cardboard splints;
* A blanket;
* Mosquito repellent;
* Cotton swabs, and
* Pencil and paper.

**Signage**

The following signage should be available as these are risk factors:

1. Name and visible address of the company
2. Identification of medicine cabinets
3. Identification of fire extinguishers (when necessary)
4. Identification of emergency light, gas, and water switches
5. Emergency phones
6. Emergency exits
7. Area signage

**Blood policy and control of needles and knives.**

THE COMPANY is committed to the health and safety of its workers, reducing the potential risks to a minimum when performing a pre-evaluation and placing covers, cases, or any protection suitable to objects or parts of equipment with sharp edges, punches, blades, among others. Workers may operate safely without risk of exposure to occupational accidents, cuts or injuries.

In the performance of its work activities THE COMPANY will provide the necessary medical care to the affected worker and perform the measures of social responsibility indicated by law.

**Emergency Plan**

**Gas Leaks**

**To prevent leakage**

* Gas containers with the following anomalies should never be installed: beaten, oxidized, valves in poor condition. If stationary gas is available, preventive maintenance should be given.
* Whenever repairs and tank changes are made, it is necessary to verify that there are no gas leaks in the facility or in the connections. This can be done by placing soapy water on its joints, to make sure that no bubbles are made.
* All installations must have a pressure regulator and shut off valve, for quick closing in case of leakage.

**During the leak**

1. Close the gas shut off valve closest to the leakage area or general feed valve.
2. In case you are in a closed place, open doors and windows to allow ventilation.
3. Never look for the leakage area with a flame, only with foam and soap.
4. Electrical power should not be connected or disconnected as it may cause a flame or explosion.
5. In case of fire, it should not be turned off violently, the flame will decrease as the volume and pressure of the gas decreases.
6. Refresh the container with a continuous, dispersed jet of water.
7. Move away from the area objects and materials that may be flammable.

**Chemical and fuel spills**

1. When a spill occurs, the occupants of the site should be alerted immediately and the area evacuated, assisting anyone who may have been contaminated, without exposure to danger.
2. Any person who was exposed to the substance should remove contaminated clothing and wash the skin with running water for at least 15 minutes.
3. Contaminated clothing should be washed before reuse, washing should be done separately avoiding cross-contamination of uncontaminated clothing.
4. A spill should not be cleaned if the material is mixed with other products, such as grass, paper, or others; if the material is reactive, makes a whistling noise, bobs, smokes, emits gas, or is burning, or if there are other indications that a chemical reaction is occurring. In these cases, evacuate immediately and call the fire station for help.
5. If the spill can be controlled, the appropriate PPE should be worn before the spill control work is carried out.
6. The spillage will stop as soon as possible by returning the container to its safe position, closing a leaking valve or hose, or placing a second container in place to recover the solution being leaked.
7. Once the spill is stopped, cleaning should begin as soon as possible, use your spill containment material assigned for this activity.
8. Absorbent materials should be spread throughout the spill area, working in circles from the outside inwards. This decreases the chances of splashing or spreading spilled substances.
9. Once the spilled liquids have been absorbed, in the case of small spills, place in a polyurethane bag with the broom and dust pan assigned for this purpose, and in the case of large spills, in a plastic container with a screw cap, with a polyethylene coating.
10. If it occurs on soil, digging may be necessary to remove contaminated soil.
11. Once the material has been collected, keep it under observation, because a delayed reaction may occur.
12. Place a label on chemical waste, indicating that the material is debris from a chemical spill.
13. After cleaning, decontaminate the surface of contaminated areas, with mild detergent and water, when possible.
14. Dispose of all contaminated materials in accordance with the manufacturer's instructions.

**Fire Safety Plan**

**Prevention**

1. Check that the extinguishers are in optimal condition for use, free of objects or materials, and signs duly posted.
2. Emergency exits, transit corridors, and safety zones must not be obstructed with objects or materials.
3. Smoking is prohibited in any warehouse area and places where flammable materials are used. Nor deposit cigarette butts, matches, or any hot material in the waste paper baskets or garbage cans.
4. Always keep work areas clean, especially trash, oils, greases, solvents, or any flammable material.
5. Keep electrical installations in good condition.
6. Disconnect or turn off unused electrical equipment.
7. Do not supply fuel to equipment in enclosed spaces, especially if there is an open flame.
8. Keep flammable liquids stored in airtight, drip-proof containers.
9. Identify old cables, worn insulation, and broken electrical parts. Any hazardous conditions must be reported.
10. Avoid overheating the engines by keeping them clean and in good condition.
11. Inspect any tool or electrical equipment that has a strange odor (may be the first sign of a problem).
12. Do not overcharge wall outlets. Plugs must not have more than two electronic devices connected.

**During**

1. Stay calm, but act fast.
2. Without causing panic, sound the alarm, alert the manager to initiate the evacuation.
3. If possible, disconnect all electrical appliances and close the gas valves and if possible, the supply valve.
4. Leave your work area quickly, but without running, head to the nearest emergency exit.
5. Only one fire extinguisher should be used at a time, and should be followed by those necessary. The fire extinguisher's jet should be directed to the base of the fire and at a distance of approximately 3 meters to where heat radiation allows. Work should be done in favor of the wind (at your back).
6. The fire extinguisher must be fired intermittently, directing the discharge to the base of the fire in the form of a sweep. Do not operate the fire extinguisher if you do not see the fire.
7. If the fire spreads quickly and its control is not achieved, you must retreat and evacuate, without turning your backs on the area where the fire occurred or is.
8. If you are trapped in a burning area you should: Stay close to the floor to avoid smoke and toxic gases, the best air is near the floor; cover your mouth and nose with a damp cloth to help your breathing.
9. Once out of the installation, report to the preset area as a meeting point or security area.
10. If you get caught up in flames: Get down on the floor, this will put out the flames and save your life.
11. If your partner is engulfed in flames, put the flames by wrapping him with a blanket. This can save him from serious burns.

**In case of occupational accidents, the following protocols should** **be followed:**

**Intense bleeding**

In the event of heavy bleeding, take these first aid measures and reassure the injured person.

1. Remove all clothing or debris from the wound. Do not remove large or deep-embedded objects. Don't explore the wound or try to clean it yet. Your first task is to stop the bleeding. Wear disposable protective gloves if you can get them.
2. Stop the bleeding. Place a sterile bandage or clean cloth over the wound. Press the bandage firmly with the palm of your hand to control bleeding. Apply constant pressure until bleeding stops. Keep the pressure on, tightly fastening the wound with a thick bandage or a piece of clean cloth. Do not put direct pressure on an eye injury or embedded object.
3. Secure the bandage with duct tape or continue to maintain pressure with your hands. If possible, lift the injured limb above the level of the heart.
4. Helps the injured person lie down. If possible, place the person on a rug or blanket to prevent loss of body heat. Reassure the injured person.
5. Don't take the gauze or bandage off. If bleeding leaks through gauze or another cloth over the wound, add another bandage over it. And continue to press firmly over the area.
6. Tourniquets: A tourniquet is effective in controlling the life-threatening bleeding of one of the limbs. Apply a tourniquet if you're trained to do so. When emergency aid arrives, explain how long the tourniquet was on.
7. Immobilize the injured body part to the greatest extent possible. Leave the bandages in place and move the injured person to an emergency room as soon as possible.
8. In cases of heavy bleeding that you can't control, call 911 or a medical emergency service.

**Accident, wound, illness, chemical injury, or burn**

1. In the event of an accident, illness or cut, the worker must inform the supervisor immediately. The supervisor will help you determine the extent of the injury and whether it is something that can be treated at the facility with the first aid kit, or if it is something that needs medical attention.
2. In the case of a small cut, follow the bleeding procedure.
3. In case of chemical injury, or exposure to the eyes, wash the eyes with the saline solution contained in the first aid kit and immediately refer to a doctor. If exposure is due to pesticides, 911 or SINTOX 01 (800) 009 28 00 should be contacted, to request assistance immediately.
4. In case of a burn, place the burned area under cold water for five minutes (or apply a cold compress to the area). Cover the burned area with sterile gauze. If the burn is severe, refer to a doctor or contact 911.
5. You can find a first aid kit at the following location(s): \_\_\_

**FREQUENCY**

Every time a situation presents itself with the personnel or at the facility

**RELATED DOCUMENTS**

* Internal work regulations.

**CORRECTIVE ACTIONS**

If this procedure is not followed, all personnel should be trained to prevent a deviation from being detected or treated in the correct way to eliminate or decrease it.

The absence of review records to company staff and outsourced personnel, when applied on clothing, hygiene, detection of infectious diseases, and skin cuts, will be reinforced with training to staff on Good Hygiene and Safety Practices, if the action is repetitive, a non-compliance report will be written up.

The non-use of protective equipment when the use thereof is bound by the activity that the worker performs at the time (whether company personnel or subcontracted personnel), will be grounds for reporting non-compliance. If the fault is repetitive, it will be punished according to the instructions of the Orchard Administrator. In the case of subcontracted personnel, a report of non-compliance will be written up, the signature of the person responsible for the error will be obtained and the service provider will be informed immediately.

If the protective equipment is in poor physical condition, it will be picked up from the worker and replaced immediately. Subcontracted personnel will not be allowed to do work until protection equipment has been replaced.

The lack in hygiene and safety committed by the staff will be grounds for writing a report of non-compliance. If the fault is repetitive, it will be punished in accordance with the instructions of the Management. In the case of subcontracted personnel, a report of non-compliance will be written, the signature of the person responsible for the fault will be obtained, and the service provider will be informed immediately.

Lack of equipment or incomplete equipment at facilities such as hand washing areas, dining room, toilets, chemical warehouses, welding/maintenance workshops and medicine cabinets will result in writeups of non-compliance. If the fault is repetitive it will be punished in accordance with the instructions of the Management.

The fault, absence, or poor physical condition of the signage promoting good hygiene and safety practices of the staff will be reported to the person responsible for immediate replacement.

Trainings which, for lack of time, refusal, and extraordinary unforeseen events, are not carried out, will be rescheduled and given to the staff to whom they apply.

**VERIFICATION**

* All procedures, documents and policies will be reviewed before each season or annually.
* This document should be reviewed at the beginning of each season, at least annually, or when any changes are necessary.
* The General Manager, in conjunction with the staff involved, will have to review annually the effectiveness and applicability of this document.

**Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR Head of Department General Manager**