



## Workplace Safety & Accident Reporting

We are positively nerdy about safety. Keeping you safe and healthy is important to us. We will count on you to help us maintain a safe and healthy workplace for you and your fellow employees by familiarizing yourself with all our safety policies, procedures, and requirements.

We take safety seriously because we want C & R Management Company's restaurants to be among the safest and healthiest workplaces anywhere. That's why it's our policy to comply with all federal, state, and local laws and regulations regarding safety and health. The Company-approved cleaning supplies and equipment are safe to use when handled according to manufacturer's instructions. By following all operating procedures and rules, you can help us keep your workplace free of accidents, injuries, and hazards.

### Be safety smart

- Know and observe all our safety and health procedures.
- No fighting, horseplay, or disorderly conduct is permitted.
- Wear slip-resistant shoes **at all times** when working in one of our restaurants.
- Be careful with the Company property. Destroying, damaging, or losing guest, other employee or Company property due to carelessness, disregard or negligent acts is not permitted.
- View the safety module information in the eLearning system. Read all safety information posted in employee break rooms.
- Read up on any chemical products used in your restaurant/department. The HAZARD COMMUNICATION PROGRAM information can be found in HazCom app on the JOLT tablet. It provides Safety Data Sheets (SDS) and contains important safety information about each chemical product, label information, and special first aid information along with instructions for action in the event of an accident — ask your manager for more information.
- Familiarize yourself with our emergency action plan and medical emergency procedures. In case of an emergency, follow your manager's instructions and safely exit the building if necessary.
- If your duties include filtering the fry vats or cleaning grills/ovens, you must use the Personal Protective Equipment (PPE) required for these jobs — you must be trained on the proper procedures and equipment before you do these jobs.
- Employees under age 18 have restrictions for some job duties. Please review these restrictions with your manager.
- Alert your manager to any safety or health concerns.



**Report workplace accident, injury, or illness** – Report any workplace injury, accident, or illness to your manager as soon as possible, regardless of the severity of the injury or accident. Additionally, please complete the “First Report of Injury” form on the JOLT tablet. In the event of an emergency, dial 911 to activate the medical emergency services.

The Company provides workers’ compensation insurance which typically provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job. The Company pays the entire cost of workers’ compensation insurance. Workers’ compensation benefits will run concurrently with FMLA leave, if applicable, where permitted by state and federal law.

*If you have questions, feel free to ask your manager or to contact the Human Resources department at (801) 280-9299.*