



NITELINES USA, Inc.
FEDERAL SERVICES CORPORATION



Safety & Loss Prevention Program

HL McGlockton, III
Safety Officer

Pamela Friend
Assistant Safety Officer

NTLUSA
950 Scales Road NW, Bldg. 200, Suite 203
Suwannee, GA 30024
800-755-8162
info@nitelinesusa.com



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NITELINES USA, Inc.
FEDERAL SERVICES CORPORATION



Illness & Loss Prevention Plan

Important Notice

To: All Employees/Contractors

From: HL McGlockton, III

Subject: Our Injury & Illness Prevention Plan

We have just published our official NTLUSA Injury & Loss Prevention Plan. The idea is to make sure that we all work together in an environment that supports our business and keeps everyone safe and healthy. This is a very important document. There is a lot of information here and it is relevant to your job. Please review it thoroughly. You are responsible for its contents.

Thank you very much for your cooperation.

HL McGlockton III

President

Safety Officer



Commitment to Safety

NiteLines USA, INC (NTLUSA) recognizes that our people drive the business. As our most vital resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by NTLUSA's employees will take into account the intent of this policy. *No duty, no matter what its perceived result, will be deemed more important than employee health and safety.* NTLUSA is firmly committed to the safety of our employees and will do everything possible to prevent workplace accidents and provide a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and NTLUSA.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, NTLUSA will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, NTLUSA subscribes to these principles:

All accidents are preventable through implementation of effective Safety and Health Control policies and programs.

Safety and Health controls are a major part of our work every day.

Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds NTLUSA in higher regard with customers, and increases productivity. NTLUSA will comply with all safety and health regulations which apply to the scope of operations.

Management is responsible for providing the safest possible workplace for Employees. Consequently, management of NTLUSA is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.

Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.

Management and supervisors of NTLUSA will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.

Our safety program applies to all employees and persons associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at NTLUSA must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

Safety Officer

Assistant Safety Officer



Injury & Loss Prevention Program

Introduction

State and federal laws, as well as company policy, make the safety and health of our employees the first consideration in operating our business. Safety and health in our business must be a part of every operation, and every employee's responsibility at all levels. It is the intent of NTLUSA to comply with all laws concerning the operation of the business and the health and safety of our employees and the public. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to their health. Your cooperation in detecting hazards, reporting dangerous conditions and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith.

Safety is our First Priority

The personal safety and health of each employee is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required for personal safety and health, but our employees must bear primary responsibility for working safely. A little common sense and caution can prevent most accidents from occurring.

Individual Cooperation Necessary

NTLUSA maintains a safety and health program conforming to the best practices of our field. To be successful, such a program must embody proper attitudes towards injury and loss prevention on the part of supervisors and employees. It requires the cooperation in all safety and health matters, not only of the employer and employee, but between the employee and all co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

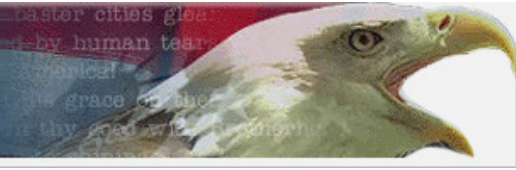
Safety Program Goals

The objective of NTLUSA is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others. Our goal is zero accidents and injuries.

Safety Policy Statement

It is the policy of NTLUSA that accident prevention shall be considered of primary importance in all phases of operation and administration. It is the intention of NTLUSA's management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. The prevention of accidents is an objective affecting all levels of our company and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function.

It is equally the duty of each employee to accept and follow established safety regulations and procedures. Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs. Every injury that occurs on the job, even a slight cut or strain, must be reported to management and/or the SO as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When you have an accident, everyone is hurt. Please work safely. Safety is everyone's responsibility.



Sexual Harassment Policy

NITELUSA does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

Appropriate action will be taken with respect to violation of this policy by any non-employee.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your Manager, the Human Resources Manager, or the Employee Relations Department.
3. Report any additional incidents that may occur to one of the above resources.

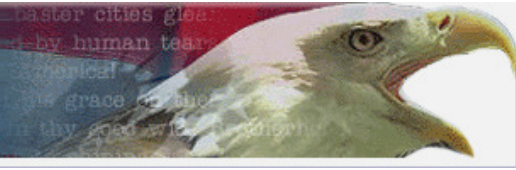
Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

Safety Rules for All Employees

It is the policy of NITELUSA that everything possible will be done to protect you from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive action must be taken promptly to see that the employee receives adequate treatment. All operations must be planned to prevent accidents.

To carry out this policy, the following rules will apply:

1. All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job.
2. All employees shall report all unsafe conditions or practices to the proper authority, including the supervision on the project, and, if corrective action is not taken immediately.



3. The SO shall be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe work place and safe work habits and practices.
4. Suitable clothing and footwear must be worn at all times. Personal protection equipment, will be worn whenever needed.
5. Anyone under the influence of intoxicating liquor or drugs, including prescription drugs which might impair motor skills and judgment, shall not be allowed on the job.
6. Horseplay, scuffling, and other acts which tend to have an adverse influence on safety or well-being of other employees are prohibited.
7. There will be no consumption of liquor or beer on the job.
8. Employees should be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the SO.
9. All injuries should be reported to the SO so that arrangements can be made for medical or first aid treatment.
10. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back. Seek assistance from a co-worker(s) for lifting objects over 20 lbs.
11. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste.

Designated Safety Officers

In accordance with NTLUSA's safety and injury prevention program, HL McGlockton/and Pamela Friend have been designated as the Safety Officer (SO) and the Assistant Safety Officer (ASO), and have responsibility and authority to do the following in the name of NTLUSA:

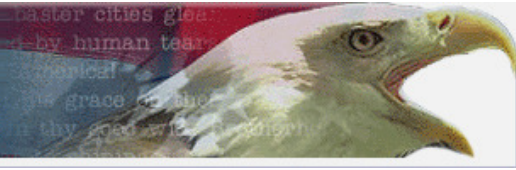
1. Develop and implement rules of safe practices for each function within the company.
2. Develop and implement a system to encourage employees to report unsafe conditions immediately.
3. Conduct a thorough investigation of each accident, whether or not it results in an injury, to determine the cause of the accident and to prevent recurrence. Instruct supervisors in safety responsibilities.
4. Develop and implement a program of employee safety education.
5. Maintain records of training, periodic inspections, corrective actions and investigations as required by law.

Duties

Overall responsibility and authority for implementing the injury and loss prevention program is vested in HL McGlockton/Pamela Friend, the SO and ASO. Corporate Management fully supports the SO and their ASO. As part of the job, the SO will supplement this written injury and loss prevention program by: establishing workplace objectives and safety inspection procedures; maintaining safety and individual training records; encouraging reporting of unsafe conditions and promoting a safe workplace. Some of these responsibilities will be delegated to your immediate supervisor for implementation.

Agreement to Participate

A safe and healthful workplace is one of the highest priorities of NTLUSA. While NTLUSA cannot anticipate every workplace hazard, the following general principals should guide your conduct. To be safe, you must never stop being safety conscious. Study the guidelines contained in this manual. Discuss the workplace situation with the SO. Attend all training and safety meetings. Read all posters and warnings. Listen to instructions carefully. Follow the Code of Safe Work Place Practices contained herein. Participate in accident investigations as requested. Accept responsibility for the safety of others. Maintain all required documentation. By signing the acknowledgement at the end of this handbook, each employee promises to read and implement this injury and loss prevention program. If you don't understand any policy, please ask your supervisor.



Training

Employee safety training is a requirement of an effective injury and loss prevention program. NTLUSA believes in skills and safety training. All employees should start the safety training by reading this manual and discussing any problems or safety concerns with your direct supervisor. You may wish to make notes in the margins of this manual where it applies to your work.

Safety & Health Training

Training is one of the most important elements of any injury and loss prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies and put the injury and loss prevention program into action. Training is required for both supervisors and employees alike. The content of each training session will vary, but each session will attempt to teach the following:

The success of NTLUSA's injury and loss prevention program depends on the actions of individual employees as well as a commitment by the Company.

Each employee's immediate supervisor will review the safe work procedures unique to that employee's job, and how these safe work procedures protect against risk and danger.

Each employee will learn when personal protective equipment is required or necessary, and how to use and maintain the equipment in good condition.

Each employee will learn what to do in case of emergencies occurring in the workplace. Supervisors are also vested with special duties concerning the safety of employees.

Supervisors shall convey this information to the employees at the workplace, and shall investigate accidents according to the accident investigation policies contained in this manual.

Employee Responsibility for Training

Teaching safety is a two-way street. NTLUSA can preach safety, but employees must practice safety. Safety education requires employee participation. Each staffed facility will conduct meetings for all employees for the purpose of safety instruction. The employees will discuss the application of the Company's injury and loss prevention program to actual job assignments. They will also read and discuss a section of the manual and review application of general safety rules to specific situations. Remember, the following general rules apply in all situations:

No employee should undertake a job that appears to be unsafe.

No employee is expected to undertake a job until he/she has received adequate safety instructions, and is authorized to perform the task.

No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.

Mechanical safeguards must be kept in place.

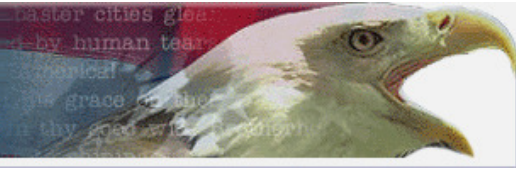
Employees must report any unsafe conditions to the job site supervisor and the SO or their assistant.

Any work-related injury or illness must be reported to management at once.

Personal protective equipment must be used when and where required. All such equipment must be properly maintained.

Communication

NTLUSA will communicate to employees their commitment to safety and to make sure that employees are familiar with the elements of the safety program. NTLUSA communicates with its employees in the form of directives and this manual, and by example. If you see a supervisor or manager doing something unsafe, please discuss with that person your safety concern.



Accident Prevention Policy Posting

Each employee has a personal responsibility to prevent accidents. You have a responsibility to your family, to your fellow workers and to the Company. You will be expected to observe safe practice rules and instructions relating to the efficient handling of your work. Your responsibilities include the following:

- Incorporate safety into every job procedure. No job is done efficiently unless it has been done safely.
- Know and obey safe practice rules.
- Know that disciplinary action may result from a violation of the safety rules.
- Report all injuries immediately, no matter how slight the injury may be.
- Caution fellow workers when they perform unsafe acts.
- Don't take chances.
- Ask questions when there is any doubt concerning safety.
- Don't tamper with anything you do not understand.
- Report all unsafe conditions or equipment to your supervisor immediately.

Accident Prevention Policy Posting

A copy of this manual will be provided to each employee. It is the policy of NTLUSA to provide a safe and clean workplace and to maintain sound operating practices. Concentrated efforts shall produce safe working conditions and result in efficient, productive operations. Safeguarding the health and welfare of our employees cannot be stressed too strongly. Accident prevention is the responsibility of all of us. Supervisors at all levels shall be responsible for continuous efforts directed toward the prevention of accidents. Employees are responsible for performing their jobs in a safe manner. The observance of safe and clean work practices, coupled with ongoing compliance of all established safety standards and codes, will reduce accidents and make our Company a better place to work.

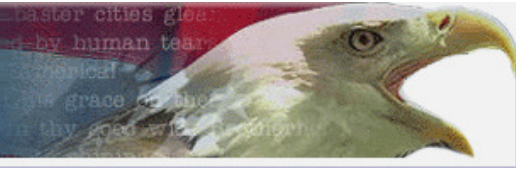
Hazard Identification & Abatement

This written safety and health plan sets out a system for identifying workplace hazards and correcting them in a timely fashion. Please review it carefully with your supervisor. Remember, safety is everyone's responsibility.

Safety Audits

The best method to establish a safer workplace is to study past accidents and worker compensation complaints. By focusing on past injuries, NTLUSA hopes to avoid similar problems in the future. Therefore, whenever there is an accident, and in many cases upon review of past accidents, you may be requested to participate in a safety audit interview. During the interview, there will be questions about the nature of the investigation and the workplace safety related to the incident. Please answer these questions honestly and completely. Also, please volunteer any personal observations and/or suggestions for improved workplace safety. Based upon the study of past accidents and industry recommendations, a safety training program has been implemented. In addition to other preventative practices, there will be a group discussion of the cause of the accident and methods to avoid the type of accidents and injury situations experienced in the past. Work rules will be reviewed and modified based upon the study of these accidents. In addition to historical information, workplace safety depends on workplace observation.

Each day, before you begin work, you must inspect the area for any dangerous conditions. Inform your supervisor of anything significant. You may also be given written communications regarding unsafe conditions or serious concealed dangers. Review this communication carefully and adjust your workplace behavior to avoid any danger or hazards. If you are unclear or unsure of the significance of this written communication, contact your supervisor and review your planned actions before starting to work. It is better to wait and check, then to go ahead and possibly cause an injury to yourself and others. The SO will correct the problem. If the danger cannot be corrected, then all employees will be warned to take protective action so that the danger will not result in any injuries.



Workplace Inspections

In addition to the examination of records, work place safety inspections will occur periodically as required by the federal government

Accident Investigation

A primary tool used by NTLUSA to identify the areas responsible for accidents is a thorough and properly completed accident investigation. The results of each investigation will be reduced to writing and submitted for review by management and NTLUSA's insurance risk management advisors

A written report should be prepared from notes and diagrams, and interviews with witnesses to the incident made at the scene, or as soon as practical. All statements should include the time and date given, and the town or county where the statement was made. All pictures should be similarly identified. Also, make sure that the names and addresses and day and evening phone numbers of all eye witnesses are noted or recorded.

A satisfactory accident report will answer the following questions:

1. What happened? The investigation report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report. Remember: who, what, when, where and how are the questions that the report must answer.
2. Why did the accident occur? The ultimate cause of the accident may not be known for several days after all the data are analyzed. However, if an obvious cause suggests itself, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation.
3. What should be done? Once a report determines the cause of the accident, it should suggest a method for avoiding future accidents of a similar character. This is a decision by the SO and the supervisor on the project, as well as top management. Once a solution has been adopted, it is everyone's responsibility to implement it.
4. What has been done? A follow up report will be issued after a reasonable amount of time to determine if the suggested solution was implemented, and if so, whether the likelihood of accident has been reduced.

Records

NTLUSA maintains records of employee training, hazard identification and abatement, and accident investigation.

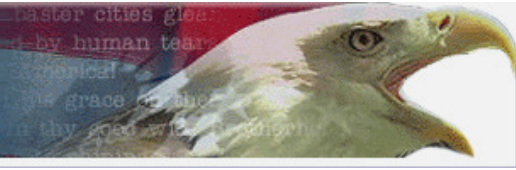
OSHA Records Required

Copies of required accident investigations and certification of employee safety training shall be maintained by the SO and the ASO. A written report will be maintained on each accident, injury or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log and Summary of Occupational Injuries Form 200 according to its instructions. Supplemental records of each injury are maintained on OSHA Form 101, or Employers Report of Injury or Illness Form 5020. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for one month, until March 1, on OSHA Form 200. These records are maintained for five years from the date of preparation.

Safety Equipment

Proper safety equipment is necessary for your protection. Use all safeguards, safety appliances, or devices furnished for your protection and comply with all regulations that may concern or affect your safety. Wear your gear properly. Your supervisor will advise you as to what protective equipment is required for your job. Certain jobs require standard safety apparel and appliances for the protection of the employee.

Your supervisor is aware of the requirements and these items shall be worn and effectively maintained as a condition of your continued employment and part of our mutual obligation to comply with the Occupational Safety and Health Act. Safety goggles, glasses and face shields shall correspond to the degree of hazard. Do not alter or replace an approved appliance without permission from your supervisor.



Smoking & Fire Safety

Fire is one of the worst enemies of any facility. Learn the location of the fire extinguishers. Learn how to use them. You can help prevent fires by observing the smoking rules:

- Smoking is not allowed on the site, except in designated areas.
- Smoking is not permitted in rest rooms.
- If you are not sure about where you may smoke, ask the supervisor.

Workplace Violence

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

- Any employee who feels that she/he has been threatened should immediately report their concern to the supervisor and to Human Resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

Reporting

All serious accidents must be reported to OSHA. In cases of hospitalization or death, a full investigation with copies to governmental authorities will be required. In less serious cases, the investigation report must be presented to the company for disclosure to its insurance carrier and for remedial action at the work site.

Safety Officer

General Statement

The SO is the person who has been delegated the authority to develop and administer NTLUSA's health and safety program.

Duties

By law, the SO is the person designated by the company with the duty and authority to implement and maintain NTLUSA's Injury and Illness Prevention Program. The SO is assigned the responsibility of providing technical guidance and services in the field of health and safety needed by NTLUSA management. To fulfill this objective the SO is required to:

1. Provide management at all levels with the information, advice, needed to formulate NTLUSA's health and safety policy, directives, procedures, and standards.
2. Assist management in establishing and maintaining a healthful and safe working environment free from unacceptable risks
3. Monitor operations within NTLUSA and, where appropriate at off-site facilities, provide management with the information needed to maintain a healthful and safe working environment, free from unacceptable risks.
4. Develop and provide general safety education and training programs. Assist in the development of specific job safety training programs.
5. Maintain a staff knowledgeable in all areas of safety.
6. Prepare and maintain NTLUSA's Health and Safety Manual and other documents that relate to safety.



Operations

This area deals with the day-to-day safety operations of the NTLUSA

Radiation Physics

This area is composed of the following functions: The Radiation Physics Section is primarily concerned with the radiation safety aspects of accelerators. The areas of immediate concern are the following:

- Radiation intensity in occupied areas
- Adequacy of radiation safety interlock systems
- Access control to radiation areas
- Proper sign and warning systems
- Review and approval of facility radiation Operational Safety Procedures

In addition, the Radiation Physics Section performs the following functions:

- Experimental beam line safety analysis
- Shielding calculations for proposed new accelerators Radiation damage studies Development of measurement instruments and techniques
- Experimental source term measurements
- Neutron energy spectral measurements

The X-Ray Safety Section evaluates the use of x-ray equipment at NTLUSA. This is accomplished by periodic radiation surveys, physical inspection of x-ray facilities and logbooks, approval of Operational Safety Procedures, and the receipt of Certification of Training documents. This Section also advises on matters of instrument selection, measurement techniques, and safety apparatus design (interlocks, barriers, monitors, etc.). This Section files and distributes all documentation generated by the above operations.

Engineering Occupational Safety

The primary concern of this area is the general safety of NTLUSA. Responsibilities include, Occupational Safety, Investigation, statistical analysis, and review of personal injury, property damage, and vehicle accident reports.

Emergency Action Plan

NTLUSA, has established specific plans of action for dealing with a variety of emergencies – please read this section carefully and commit it to memory.

Evacuation

See Site/Facility Plan

Accounting for all employees after an emergency evacuation

See Site/Facility Plan

Reporting Fires & Other Emergencies

See Site/Facility Plan



Rescue & Medical Duties

See Site/Facility Plan

Contacts

See Site/Facility Plan

Emergencies

Organization

NITLUSA requires that during every emergency an organized effort be made to protect personnel from further injury and to minimize property damage. All of NITLUSA's resources can be made available to respond to an emergency. Each supervisor must know what to do during an emergency in his or her area and must be certain that his or her employees understand their roles.

Master Emergency Response Plan

NITLUSA's Master Emergency Response Plan delineates lines of authority and responsibility for emergency response. In this context, a major emergency may be one of the following: a potential major loss to a building or facility; an emergency that involves more than one building or facility; a situation in which a choice must be made in the assignment of relative levels of authority among emergency-response groups; a potential hazard to the surrounding community; threat; civil disturbances or alerts; natural disasters such as earthquakes, floods, and landslides; and site wide electrical power or other utility failure.

During response to such major events, if deemed necessary by management or NITLUSA Fire or Police may be summoned, and a pre-designated succession of management personnel would determine who would take charge. The primary responsibility person designated to be in charge is to ensure that priorities are established, that the response is appropriate and adequately implemented, and that the proper notifications are made. In most cases the direct involvement of local supervision and remedial action will be necessary. Adequate emergency response will be made at the group, department, and building levels, with support from Fire, Medical, Protective Services, and other support organizations.

The underlying philosophy of the emergency response plan is the recognition that each employee has a vital role and a basic responsibility in the area of safety and emergency action. The only reasonable expectation is that at the onset of an emergency the initial response will be at the individual level. Immediate and knowledgeable action is vital. The emergency plans for individual buildings and facilities set forth the responses to be taken by employees following the discovery of an emergency.

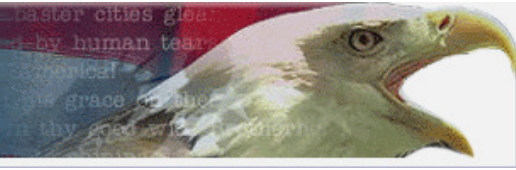
Following the immediate measures taken by the individual, the responsibility for action will normally proceed upward through normal organizational lines of authority to the Building Manager and to emergency-response groups. Involvement of individuals at a higher level of responsibility will depend on the particular situation. To reiterate, levels of responsibility proceed downward from top management while action and response levels proceed upward from the first person involved.

Please have the courage to call outside assistance like the police and firefighters. Dial 9-1-1.

When the police, firefighters or paramedics arrive, surrender command to a qualified emergency specialist. Notify management as soon as practical, which means after all immediate responses have been exercised. The operator at 911 will tell you who is the person in charge of the specialized personnel assigned to respond to the emergency. An orderly transfer of responsibility is then made from the local building or facility organization to this responding unit.

The examples listed below identify the most likely outside incident commander for the following types of emergencies:

- Injury: Ranking Fire Officer or Physician
- Fire: Ranking Fire Officer



- Bomb Threat: Ranking Police Officer
- Civil Disturbance: Ranking Police Officer
- Radioactive or Chemical Spills: Ranking Fire Officer SO Special Toxic Clean Up crew or alternate
- Power Outage: Pacific Gas and Electric or local Plant Power Engineer
- Mechanical Utility Failures: Construction and Maintenance Department Superintendent
- Structural Plant Failures: Engineering Department Head or alternate
- Landslide: Engineering Department Head or alternate

In most emergencies the person who should be in charge is obvious. However, an emergency might arise that requires the major involvement of more than one emergency-response group. In such a case the ultimate authority among those on the scene may not be obvious. In this event, management should be consulted for direction.

Building Emergency Plan

A specific emergency plan for each building or facility is posted showing evacuation routes. The SO has the responsibility of preparing, updating, and implementing the emergency plan(s) for the Company. Designation of a primary assembly point for evacuees, well away from the building. An alternate site should also be designated in case the first choice cannot be used. Reentry procedures. No one should reenter an evacuated building or area without specific instructions from the person in charge.

Supervisors Responsibilities

During an emergency, the supervisor must: Ensure that those under his or her supervision are familiar with the plan for the building, particularly the recommended exit routes and how to report an emergency. Render assistance to the person in charge during an emergency, as required. Maintain familiarity with the shutdown procedures for all equipment used by those under his or her supervision. Know the location and use of all safety equipment on his or her floor. Keep employees from reentering an evacuated area until reentry is safe.

No Loitering Policy

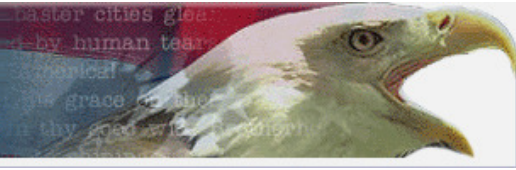
Employees not involved in the emergency must stay away from the scene and follow the instructions issued over the public address system or directly from the person in charge. The sounding of a fire bell means immediate evacuation by the nearest exit. Employees must not reenter an area that they have evacuated until notified that it is safe to return.

Employee Responsibilities

Report the emergency immediately by phone. State what happened, the specific location, whether anyone was injured, and your name and phone number. Proceed with first aid or attempt to control the incident only if you can do so safely and have been trained in first aid or the emergency response necessary to control the incident. Show the ranking emergency-response officer where the incident occurred, inform him or her of the hazards associated with the area, provide any other information that will help avoid injuries, and do as he or she requests.

Safety Training

NTLUSA's policy and federal law require that NTLUSA staff, participating guests, and visitors receive appropriate health and safety training as appropriate per work/site facility. Managers are responsible for ensuring that employees and guests under their supervision receive this training so they are fully informed about possible occupational health hazards and know how to work safely. Training must include NTLUSA's health and safety orientation for new employees plus any additional training specific to the nature of hazards on the job; employees must complete this training before they can work unsupervised. All new employees must attend the new employee orientation within the first month of employment.



OSHA and other federal regulations spell out several specific health and safety training requirements for special hazards. These include, but are not limited to, radiation safety, hazard communication for exposure to hazardous substances, asbestos exposure, and confined space hazards. Employees who do hazardous work, or who are members of building emergency teams are required to have CPR and First Aid certification.

Managers should identify training needs for the job classifications for which they are responsible. Please refer to specific chapters in this manual for further information on training requirements. Consult with the SO staff about other training needs and requirements. Training not provided by SO, such as on-the-job training, is the responsibility of line management. This includes information on procedural changes or system modifications that impact safety.

General Code of Safe Work Practices

General Fire Safety

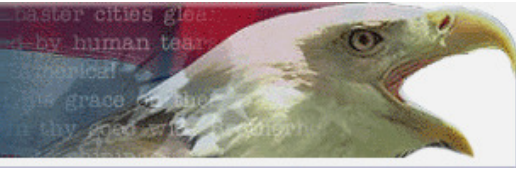
Our local fire department is well acquainted with our facility, its location and specific hazards. All fire doors and shutters must be maintained in good operating condition. Fire doors and shutters should be unobstructed and protected against obstructions, including their counterweights. Fire door and shutter fusible links must be in place. All automatic sprinkler water control valves, if any, air and water pressures should be checked routinely. The maintenance of automatic sprinkler systems is assigned to the Site/Facility SO. Sprinkler heads should be protected by metal guards if they could possibly be exposed to damage. Proper clearance must be maintained below sprinkler heads. Portable fire extinguishers are provided in adequate number and type and are located throughout the facility. Fire extinguishers are mounted in readily accessible locations. Fire extinguishers are recharged regularly and the date of last inspection as noted on their tags. All employees are periodically instructed in the use of extinguishers and fire protection procedures. Notify the SO of any damage to fire protection equipment.

Transporting Employees & Materials

When employees are transporting either employees or materials, they must have an operator's license for that classification of vehicle and be certified or trained in the operation of that vehicle. For a safety program to be effective, they must also have knowledge of First Aid courses and safety equipment, as well as the vehicle and how it operates. As employees are transported by truck, provisions must be provided to prevent their falling from the vehicle. Vehicles should be in good working condition, inspected on a regular basis and must be equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good working order. If the vehicle transports numerous individuals it must be equipped with handrails, steps, stirrups or similar devices, placed and arranged so that employees can safely mount or dismount. Safety measures to ensure passenger safety should be observed. When cutting tools with sharp edges are carried in the passenger compartment, they must be placed in closed boxes or secured containers. Carrying flares and two reflective type flares and a fire extinguisher must be part of the standard emergency equipment carried in the vehicle at all times.

Infection Control

When a facility is engaged in using a laboratory or any research that involves the handling of infectious diseases, or other biotechnological materials, the personnel will be trained in the handling of such materials. Technicians must have training in the handling of these materials as safety precautions must be observed on a constant basis. The facilities will be designed to comply with the needed and standardized practices that are used by the industry and recognized by state licensing agencies. The standards used and developed by the facility must also take into consideration environmental hazards and laws which are applicable. Technicians normally will handle cultures which contain human specimens as blood or body fluids that carry infectious bacteria. The practices of a laboratory will include proper ventilation, emergency equipment, necessary protective clothing, refrigeration, hand-washing sinks, bio-hazard tags, labels, needle containers, detergents/disinfectants and a manual on emergency procedures in case of an accident. The training of the technician will include universal precautions, how to manage and handle a needle stick exposure, HVB evaluations, antibody testing and vaccinations and how to dispose of these materials when finished with testing or evaluation. The workplace must be equipped with the proper equipment to meet the safety precautions universally recognized by the state licensing agency. A general practice of cleaning and disinfecting the equipment and environment must be observed.



Ergonomics

With the introduction of computers into the workplace, new areas of physical debilitation have been recognized. These new potential hazards have required a redesigning of both the workplace and how employees work. A set of standards will be developed and practiced with this new technology. Furniture will be adjustable, positioned and arranged to minimize strain on all parts of the body. The glare of a computer screen will be minimized by a glare screen to prevent eye strain. Repetitive motions can harm, back, shoulders, neck, wrists and other parts of the body, so employees will not proceed with a task when they are physically feeling impairment. Each employee will be entitled to a rest break.

Ventilation for Indoor Air Quality

HVAC systems should provide at least the quantity of outdoor air required by the State Building Standards code, Title 24, Part 2. The HVAC systems should be inspected annually for any potential problems and there should be an approved inspection certificate available for review. Records should be retained for a minimum five year period.

Safety Posters

NTLUSA is required to post certain employment related information. The required information is maintained on bulletin board where employees can find the following required posters: Various state and federal orders, Anti-Discrimination Poster Equal Employment Opportunity is the Law (EEOC form) OSHA Safety and Health Protection on the Job Notice of Workers Compensation Carrier Notice to Employees: Unemployment Insurance and Disability Insurance Notice: Time Off to Vote In addition to the above listed notices, a copy of this injury prevention program, a log and summary of Occupational Injuries and Illnesses, a copy of NTLUSA's code of Safe Work Practices and a Fire Prevention and Evacuation Plan can be sent to you, if there is not a work site/facility plan posted.

In case of real emergency call 911. State your name, the nature of the emergency and exact location of the injury. Answer all questions completely.

Licenses & Permits

In addition to other postings required by law, NTLUSA maintains a copy of all necessary business licenses, permits, and notices required by the National Labor Relations Board or other governmental bodies, notices of citations during abatement periods, and other required information which are posted during the appropriate times on corporate bulletin board.

Work Environment

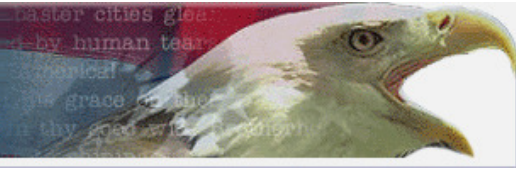
Work sites must be clean and orderly. Work surfaces must be kept dry or appropriate means taken to assure the surfaces are slip-resistant. Spills must be cleaned up immediately.

Work Area

Fire extinguishers must remain accessible at all times. Means of egress should be kept unblocked, well-lighted and unlocked during work hours. Excessive combustibles (paper) may be not stored in work areas. Aisles and hallways must kept clear at all times. Designated employees have been trained to respond to a fire or other emergency. Workplaces are to be kept free of debris, floor storage and electrical cords. Adequate aisle space is to be maintained. File cabinet drawers should be opened one at a time and closed when work is finished. Proper lifting techniques are to be used by employees to avoid over exertion and strain when carrying loads. No alcohol or any intoxicating substance may be consumed prior to or during work.

Driving

Drive safely. If vehicles are used during the work day, seat belts and shoulder harnesses are to be worn at all times. Vehicles must be locked when unattended to avoid criminal misconduct. Do not exceed the speed limit. Vehicles must be parked in legal spaces and must not obstruct traffic. Defensive driving must be practiced by all employees. Employees should park their vehicles in well-lighted areas at/or near entrances to avoid criminal misconduct.



First Aid Kits

First-aid kits and required contents are maintained in a serviceable condition by facility management.

Hazardous Warnings

Introduction

Every reasonable method to warn employees of hazards and dangers and to inform them of the actions required must be utilized. Signs, characteristic lights, and audible alarms as additional safeguards for built-in mechanical and physical protection must be used. To ensure uniform response by personnel, the warning signs and devices must be of the same type for similar hazards. Obtaining and installing the warning systems is the responsibility of the SO as well as group using them.

Evacuation Alarm System

The facility supervisor and SO shall jointly decide the type of evacuation alarm system when needed.

Evacuation Alarm

All buildings on site are equipped with a means of notifying personnel to leave the building, which is usually the public address system. Every dangerous operation area, indoor and outdoor, are provided with devices to notify personnel to leave the building immediately and go to the prearranged assembly point or as directed by the public address system

Manual Alarm System

A manually operated alarm system is installed for operations in which accidents would not cause immediate danger to personnel outside the area of the incident but that could develop into dangerous situations. A public address system operable from the building and from the Fire Department and Protective Services is provided.

Employee Health Services

Occupational Health Monitoring

Pre-placement, periodic, special, and termination examinations may be conducted. Potential occupational exposures to hazardous situations or agents are investigated on a continuing basis in cooperation with the SO. Diagnosis and treatment of non-occupational illness or injury are limited to minor first aid, emergencies, and special situations for which treatment is in the best interest of NTLUSA and the patient.

Return to Work

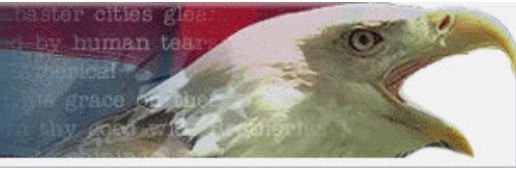
Restrictions may be placed on an employee's work pursuant to physical examination, occupational or non-occupational illness, or injury.

Pregnancy & Workplace Hazards

As soon as an employee learns that she is pregnant, she must inform the SO of the expected date of childbirth to protect the safety of said unborn child and host.

Immunizations

All contract Health Care Providers (HCPs) performing services under a NTLUSA contract shall comply with **ALL** health and immunization requirements as stated herein at the time of initial request for clinical privileges and annually thereafter. Backup/replacement contract HCPs shall be required to provide equally current certification of health at the time of initial request for clinical privileges, and annually thereafter. The expense for all physical examinations to comply with the health requirements shall be borne by the HCP at no additional cost to NTLUSA.



1. All contract HCPs performing direct healthcare services shall provide proof of current immunization records prior to commencement of services which should include the following:
 - a. Test for the antibody to HIV (Human Immunodeficiency Virus) with documented results of the test.
 - b. A history to show that HCP has completed a primary series of immunization with tetanus and diphtheria toxoids and that a booster dose is current (within the past 10 years).
 - c. A test for immunity to the hepatitis (Type B) virus with documentation of the results. A profile shall be established to show immune status to hepatitis. Non-immune Healthcare Workers (lacking anti-HB(c) or anti-HB(s)) shall be required to complete an immunization series with a Hepatitis-B vaccine (e.g., Recombivax, Engerix).
 - d. Serologic evidence of immunity to measles and rubella or documentation of immunization with measles, mumps, and rubella (MMR) vaccine using the following guidelines:
 - e. Serologic evidence of immunity to varicella or documented history of illness or immunization.
 - f. Contractor's HCPs shall be screened before employment and annually for tuberculosis by a tuberculin skin test using the Mantoux technique. (The TINE test is disallowed as a substitute.) A skin test result of 10 mm of induration or more shall be required to have a chest roentgenogram and an evaluation performed. A tuberculin skin test of 10 mm of induration or more will require documentation providing an assessment of the patient (status of infection- active, inactive; need for preventive treatment or not as determined by age, history of BCG (Bacillus Calmette-Guerin) vaccination; duration of skin test positivity, etc).
2. All contract HCPs shall receive the current influenza immunization provided by the MTF during the fall influenza immunization program unless documented by a psychiatrist to be medically contraindicated.
3. Failure to meet the requirements stated herein, or when test results determine a contract HCP has a contagious disease, NiteLines USA may determine that such contract HCP is not an acceptable individual to perform services under given contracts.

Occupational Injury/Illness

Treatment is coordinated with outside specialists in accordance with the provisions and requirements of Workers' Compensation laws. Every injury sustained while performing NTLUSA assigned tasks, no matter how minor, must be reported to the employee's supervisor and to the SO. It is the employee's responsibility to notify his/her on-site supervisor immediately. An occupational injury or illness is one which results from a work accident or from an exposure involving an incident in the work environment. In most cases, the employee will be referred to an Occupational injury/illness physician, a selected specialist, or a hospital emergency room. Standard procedures for ingestion of poisons, eye injuries, burns, cardiac arrest, coma, etc., are followed. In the event that a patient cannot be moved from the site of the injury, primary aid will be rendered by NTLUSA physicians, nurses, firefighters, or ambulance personnel. A physician should be notified of any major accident that occurs at any time at the workplace. If a facility physician has treated for the initial incident, he/she will take the responsibility for appropriate notification of family, and relatives. *Upon release from treatment by a facility physician an approved Workmen's Compensation network physician must be visited if addition treatment is necessary.*

No injured or ill persons, regardless of employment status, are denied first aid or referral to medical resources in the community. NTLUSA personnel are advised by the SO regarding known personal exposure to radiation. The procedure and urgency of notification and subsequent action by the physician vary in detail depending on the particulars of the exposure or spill. Usually, in the event of contamination by radioactive isotopes or possible activation by high-energy beam, the employee(s) will receive a whole-body count and bioassay of excreta, if indicated.



Fire Safety

Introduction

Policy and planning for fire safety at NTLUSA takes into account the special fire hazards for specific operating areas, the protection of high-value property, and the safety of employees. These ends are met by:

- Non-combustible or fire-rated materials and construction practices suitable to the assigned uses of buildings and facilities.
- Alarm systems and automatic extinguishing systems.
- Availability of suitable hand extinguishers and local hose lines for use before firefighters arrive.
- Access to professional fire department, always staffed and trained in the control of emergencies that could occur at the Company. (The Fire Department makes the initial response to all requests for emergency aid received on the emergency telephone number, 911.)

This section covers the fire safety responsibilities of employees and supervisors and sets forth the fire safety rules and procedures.

Fire Department

The Community Fire Department is responsible for protecting people and property from fires, explosions, and other hazards through prevention and expeditious control of such events. In addition, the Fire Department provides first-response rescue and transportation services in medical emergencies. The Fire Department's inspection staff is responsible for ensuring company-wide compliance with fire safety and protection requirements and for reviewing all plans and procedures for compliance with these requirements; for inspecting and testing automatic fire protection and alarm systems and ensuring their maintenance and repair; for conducting fire safety and protection inspections; and for providing fire prevention recommendations. Other responsibilities include training employees in fire safety equipment, practices, and procedures. All these fire protection and response functions are performed in conformance with OSHA regulations, State law, NTLUSA policies, and nationally recognized standards and guidelines for fire and life safety.

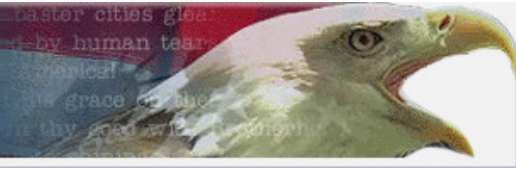
Supervisor Responsibilities

Supervisors must ensure that their personnel are properly instructed regarding potential fire hazards involved in their work and around their workplaces, the proper precautions to minimize fires, and the procedures in case of fire. The local Fire Department and the SO also offer formal courses and training materials on fire prevention and response:

- Fire Safety
- Fire-Extinguisher Operation
- Self-Contained Breathing Apparatus

Portable Heaters

The use of these devices, whether privately or company owned, is allowed only where there is no chance of causing injury to personnel or of creating a fire hazard. This provision obviously requires common sense in safely locating such devices and ensuring that they do not operate when they are unattended. These devices may not be used in locations where: Flammable or explosive vapors or dusts may be present. Smoking, eating, or drinking are prohibited because toxic or radioactive materials may be present. The area has been designated as unsafe for such devices. The following practices should be carried out when operating portable heating appliances: Do not place the appliance on unstable or readily combustible materials. Maintain a clearance of at least 12 inches between the appliance and combustible materials. Ensure that the appliance is approved by Underwriters Laboratories, Inc. Connect the appliance directly to a proper electrical outlet using only the cord with which it was originally equipped. Do not use extension cords in lieu of permanent wiring. Do not operate appliances during off hours if they are unattended unless they are controlled by a timer installed by an NTLUSA electrician. The timer will automatically



de-energize the appliance during off hours and energize it not more than 30 minutes before the arrival of personnel. If 24 hour operation is desirable, the proposed operation and arrangement must be reviewed by the local Fire Department and a permit obtained. This permit must be posted near the operating appliance for the information of off-shift personnel who may be checking the area.

Fire Fighting Equipment

This section describes the fixed and portable equipment that is provided in working areas for fire protection. The fixed equipment includes automatic sprinklers, detectors and alarms, fire doors, etc. The portable equipment consists of fire extinguishers and hoses to be operated by employees before the arrival of the local Fire Department.

Fire Detectors

Several types of automatic fire detectors are used throughout NTLUSA, according to particular needs and purposes. All of them will detect fire and transmit an alarm to the fire station or fire alarm monitoring service. In the many buildings equipped with evacuation alarm bells, the automatic detectors activate those alarms, as do the manual pull boxes. In some cases, automatic extinguishing systems are activated by automatic detectors. The Fire Department always dispatches firefighters and apparatus to the scene of any automatically actuated alarm.

Alarm System

In most buildings, evacuation alarm bells are automatically activated when fire is detected. They can also be activated manually at strategically located pull boxes. The emergency actions of personnel and the evacuation procedures for each building or operating area are usually set forth in the Operational Safety Procedures for each building and posted near the main entrance or fire exit or elevator. Never use the elevator in case of a fire.

Fire Doors

Automatic fire doors and dampers are provided at strategic points to close and block the spread of smoke and fire when these are sensed by automatic detectors. Automatic fire doors must never be blocked or left in disrepair so that they cannot close and latch automatically as intended in the event of a fire. Self-closing fire doors are those doors designed and installed to close each time after being opened. They too must never be blocked, wedged, or tied open. If such doors must be kept open, the self-closers must be replaced with approved automatic smoke-activated release hold-open devices.

Fire Exits

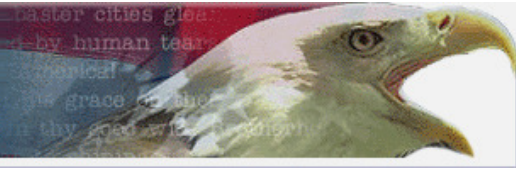
Exit corridors must not be used for storage. The Life Safety Code, NFPA 101, requires that buildings designed for human occupancy must have continuous and unobstructed exits to permit prompt evacuation of the occupants and allow necessary access for responding emergency personnel. The intent of the Code is to keep exits free from obstructions and clear of combustible materials. Attention to housekeeping, therefore, is very important. "Temporary" storage of furniture, equipment, supplies, or anything else is not permitted in exit ways. Combustibles, including recyclable waste paper, are not permitted in exit ways. Metal lockers with ends and tops ferried to the walls and that do not interfere with minimum exit width requirements may be installed in exit corridors when approved by the Fire Department and the SO.

Fire Hydrants

Fire hydrants are maintained for emergency use by the Fire Department. They must be kept accessible and in good working condition. Certain temporary uses may be authorized in writing by the Chief or Assistant Chief of the Fire Department.

Mechanical Equipment Rooms

Mechanical equipment rooms contain boilers, blowers, compressors, filters, electrical equipment, etc. Such rooms must be separated from other areas of a building by fire-resistant walls and doors. To maintain the integrity of these separations, the fire doors must never be left open. Fan rooms house ventilation equipment which often includes automatic shut down and dampers activated by interlocking with the building smoke and fire detectors. Fire dampers and other automatic shut-down provisions must not be disabled without Fire Department approval (as for temporary



maintenance procedures). Mechanical equipment rooms and fan rooms must not be used for storage of any kind.

Life Safety Code

The Life Safety Code of the National Fire Protection Association, NFPA 101, requires that emergency lighting be provided for means of egress in certain areas. The Code states emergency lighting is required in exit corridors in any office-type building where the building is two or more stories in height above the level of exit discharge. In industrial occupancies such as laboratories and shops, the Code requires emergency lighting in all exit aisles, corridors, and passageways. Several types of emergency lights that satisfy the specifications of the Life Safety Code are: Battery Type - Only rechargeable batteries may be used. The rating of the battery must be such that it provides power for illumination for one and one-half hours in the event of a failure of normal lighting. Generator Type - When emergency lighting is provided by an electric generator, a delay of not more than 10 seconds is permitted. Exit sign lights, when burned out, should be reported to Maintenance for service.

Exit Corridors

Exit corridors must not be used for storage. The Life Safety Code, NFPA 101, requires that buildings designed for human occupancy must have continuous and unobstructed exits to permit prompt evacuation of the occupants and allow necessary access for responding emergency personnel. The intent of the Code is to keep exits free from obstructions and clear of combustible materials. Attention to housekeeping, therefore, is very important. "Temporary" storage of furniture, equipment, supplies, or anything else is not permitted in exit ways. Combustibles, including recyclable waste paper, are not permitted in exit ways. Metal lockers with ends and tops ferried to the walls and that do not interfere with minimum exit width requirements may be installed in exit corridors when approved by the Fire Department and the SO. The following requirements must be met for storage locker/cabinets: Cabinets will be permitted on one side of the corridor only. Cabinets must end at least 6 ft from the corridor exit door. Cabinet ends must be at least 12 in. from the edge of the doorway on the latch side and from the edge of the door leaf when fully opened into the corridor.

Liquids and chemicals are not to be stored in corridor lockers. All cabinets must be kept locked, with one key being retained by the Building Manager. All cabinets must be labeled with the contents and the name, address, and telephone number of the assigned user. Any deviation from the above requirements must be approved by SO.

Fire Extinguisher Use:

Know the location of fire extinguishers and know how to use them. Always leave yourself a clear escape path. Have someone call the fire department. (Fire fighting is best handled by trained professionals.) Know the correct type of fire extinguisher to use for each type of fire. Store combustible materials away from heat sources. Never take chances! If your safety is threatened, get out quickly!

Traffic & Transportation

Official Vehicle Use

The NTLUSA requires that an operator hold a valid driver's license for the class of vehicle that he/she is authorized to operate.

Responsibility

Use of an official vehicle for an employee's personal convenience or benefit constitutes misuse and is prohibited. Employees who misuse Company vehicles are subject to disciplinary action and financial responsibility for any accident. All drivers of Company vehicles are responsible for reporting any damage or deficiency to the SO. Repairs, adjustments, and maintenance can only be accomplished if the driver adequately documents and reports these items. Failure to report unsafe vehicle conditions can result in an accident.

Safety Belts

Employees operating or riding in company-furnished vehicles, or personal vehicles on official company business, are required to wear safety belts at all times. The driver should instruct the passengers to fasten their safety belts



before operating the vehicle.

Accidents

Any accident involving Company vehicles (included private, rented, or leased vehicles used on official Company business) must be reported to the driver's supervisor. If the driver is unable to make a report, another employee who knows the details of the accident must make the report. It is NTLUSA's policy that employees should not admit to responsibility for vehicle accidents occurring while on official business. It is important that such admissions, when appropriate, be reserved for the company and its insurance carrier. The law requires that each driver involved in a vehicle accident must show his/her license on request by the other party.

Warnings & Citations

Any operator of a vehicle at NTLUSA who violates the State Vehicle Code may be issued a written warning or citation. A warning will include a description of the violation and cite the relevant code section, date, time, location, and the name of the officer issuing the warning. A person who receives such a warning will be called to meet with the SO. If more than one warning is issued in a six-month period, the SO will normally suspend the offender's driving and parking privileges at the Company. The first suspension will be for a period of one month. If there is a repeat violation, the period of suspension will be for six months. Serious offenses may result in revocation of privileges and may include termination of employment.

Biological Hazards

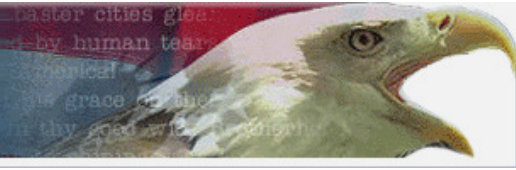
Definitions

By law, an infection control plan must be prepared by every person that handles, stores, uses, processes, or disposes of infectious medical wastes. This infection control plan complies with OSHA requirement, 29 CFR 1910.1030, Blood Borne Pathogens. The plan includes requirements for personal protective equipment, housekeeping, training, and a procedure for reporting exposures. Biological Hazard. The term biological hazard or bio-hazard is taken to mean any viable infectious agent (etiologic agent) that presents a risk, or a potential risk, to the well being of humans. Each supervisor has identified the specific biological hazard associated with your job, and the supervisor will arrange for your training if necessary. Etiologic Agents. The United States Department of Health and Human Services, Public Health Service, Classification of Etiologic Agents on the Basis of Hazard, is the classification system used at NTLUSA for etiologic agents. Medical Wastes/Infectious Wastes. All laboratory waste emanating from human or animal tissues, blood or blood products or fluids; all cultures of tissues or cells of human origin or cultures of etiologic agents; specimens of human or animal parts or tissues removed by surgery, autopsy, or necropsy. Universal Precautions. Refers to a system of infectious disease control that assumes that every direct contact with body fluids is infectious and requires every employee exposed to be protected as though such body fluids were infected with blood-borne pathogens. All infectious/medical material must be handled according to Universal Precautions (OSHA Instruction CPL 2-2.44A)

General Procedures

The following procedures must be followed by personnel when in medical or biological rooms or laboratories. All supervisors must ensure that their staff is trained in proper work practices, the concept of universal precautions, personal protective equipment, and in proper clean-up and disposal techniques. Resuscitation equipment, pocket masks, resuscitation bags, or other ventilation equipment must be provided to eliminate the need for direct mouth to mouth contact in groups where resuscitation is a part of their responsibilities. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a potential for exposure to any health hazard. Food and drink must not be stored in refrigerators, freezers, or cabinets where blood or other potentially infectious material is stored or in other areas of possible contamination.

In infectious disease laboratories, the following requirements apply to utility rooms and attics serving these laboratories: Only authorized employees, participating guests, students, and visitors are permitted to enter. All surplus materials and equipment must be kept out of these rooms. Drinking fountains must be the sole source of drinking water for humans. Masks and eye protection are required when contact of mucosal membranes (eyes,



mouth or nose) with body fluids is likely to occur (e.g., splashes or aerosolization). According to the level of risk, wearing laboratory or protective clothing may be required for persons entering infectious disease laboratories. Likewise, showers with a germicidal soap may be required before exit. Gowns, aprons, or lab coats must be worn whenever there is a possibility that body fluids could splash on skin or clothing.

Gloves

Gloves must be made of appropriate disposable material, usually intact latex or vinyl. They must be used in the following circumstances: When the employee has cuts, abraded skin, chapped hands, dermatitis, or similar conditions. During instrumental examination of the oropharynx, gastrointestinal (G.I.) tract, and genitourinary (G.U.) tract. When examining abraded or non-intact skin of a patient with active bleeding. While handling blood or blood products or other body secretions during routine laboratory procedures. Employees must wash their hands immediately, or as soon as possible, after removal of gloves or other personal protective equipment and after hand contact with blood or other potentially infectious materials. All personal protective equipment must be removed immediately upon leaving the work area, and if this equipment is overtly contaminated, it must be placed in an appropriate area or container for storage, washing, decontamination, or disposal. Contaminated laboratory clothing must not be worn in clean areas or outside the building. Only disposable Luer-lok syringes and needles may be used. All procedures involving blood or other potentially infectious agents must be performed in a manner that will minimize splashing, spraying, and aerosolization. Individuals must not work alone on any hazardous operation. All employees working with radiation or radioactive materials are required to receive training.

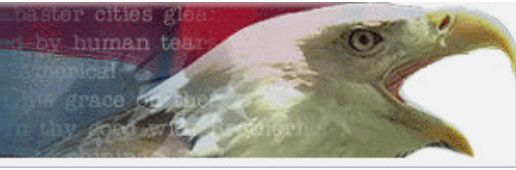
Medical Wastes

Medical/infectious waste must be segregated from other waste at the point of origin. Medical/infectious waste, except for sharps (i.e., razor blades, broken glass, needles, etc.) capable of puncturing or cutting, must be contained in double disposable red bags conspicuously labeled with the words "INFECTIOUS WASTE" and "BIO-HAZARD." Used needles or other sharps (razor blades, broken glass, scalpels, etc.) must not be sheared, bent, broken, recapped, or re-sheathed. Infectious sharps must be contained for disposal in leak-proof, rigid puncture-resistant containers [available from NTLUSA] Infectious waste contained as described above must be placed in reusable or disposable leak-proof bins or barrels that are conspicuously labeled with the words "INFECTIOUS WASTE" and "BIO-HAZARD." These waste barrels are picked up regularly by an outside company licensed to handle infectious wastes. All infectious agents, equipment, or apparatus must be disinfected in an autoclave or otherwise disinfected before being washed or disposed of.

Each individual working with infectious bio-hazardous agents is responsible for disinfection and disposal of these agents. Mixed waste that includes biological/infectious waste and radioactive waste must be disinfected by a person trained in radioisotope safety and waste disposal procedures. After disinfection call the SO for disposal. Biological wastes that do not contain radioactive or hazardous substances may be disinfected by steam sterilization (autoclave) then disposed of in the regular trash. Liquid bio-hazardous waste may be disposed of in the sewage system following chemical decontamination.

Reusable glassware must be decontaminated in sodium hypochlorite (household bleach) solution (1:9) prior to rinsing and acid washing. The glassware must then be sterilized in an autoclave. To minimize the hazard to firefighters or emergency response personnel, at the close of each work day and before the building is closed, all infectious or toxic material must be placed in a refrigerator, placed in an incubator, or autoclaved or otherwise disinfected.

Infectious agents must not be placed in an autoclave and left overnight in anticipation of autoclaving the next day. All laboratory rooms containing infectious substances must have designated separate areas or containers labeled "INFECTIOUS – TO BE AUTOCLAVED" or "NOT INFECTIOUS – TO BE CLEANED." All infectious disease work areas, including cabinets, must be prominently marked with the Bio-hazards Warning Symbol. Floors, laboratory benches, and other surfaces in buildings where infectious agents are handled must be disinfected with a suitable germicide, such as 1:9 sodium hypochlorite solution (household bleach) as often as necessary as determined by the supervisor. The surroundings must be disinfected after completion of operations involving planting, pipetting, centrifuging, and similar procedures with infectious agents. Floor drains throughout the building must be flooded with water or disinfectant at least once each week to fill traps and to prevent sewer gases from escaping. Floor drains in new construction must be omitted wherever possible.



Water used to mop floors must contain a disinfectant. Wet mopping or the use of vacuum cleaners equipped with high-efficiency filters is the preferred method of cleaning floors. Avoid sweeping when possible.

Stock solutions of suitable disinfectants must be maintained in each laboratory. Laboratories must be sprayed with insecticides as often as is necessary to eliminate flies and other insects. Protection against vermin must be provided at all building exterior openings. Infectious agents must not be dumped into the building drainage system without prior disinfection.

Mechanical garbage disposal units must not be used to dispose of contaminated wastes. Mechanical disposal units release considerable amounts of aerosol.

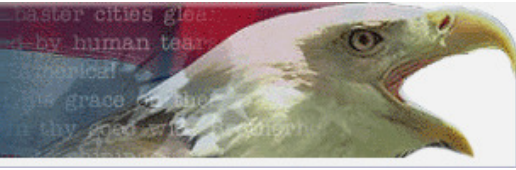
Working with Infectious Agents

All procedures using infectious agents that may generate aerosols must be performed in a ventilated safety cabinet. These procedures include opening test tubes, flasks, and bottles; using pipettes; making dilutions; inoculating; necropsying animals; grinding; blending; opening lyophile tubes; operating a sonic vibrator; and operating a standard table model centrifuge, etc. A safety box or safety shaker tray must be used to house or safeguard all containers of infectious agents placed on shaking machines. A safety centrifuge cabinet or safety centrifuge cup must be used to house or safeguard infectious agents during any centrifuging operation. When centrifuging is performed in a ventilated cabinet, the glove panel must be in place with the glove ports covered. An operating centrifuge creates reverse air currents that may permit an infectious agent to escape from an open cabinet. A respirator must be worn when changing a glove or gloves attached to a cabinet whenever there is any possibility that an infectious aerosol may be present in the cabinet. All pipetting must be carried out with the aid of a rubber bulb or other vacuum assist device. Mouth pipetting is strictly forbidden. Infectious bio-hazardous mixtures must not be prepared by bubbling expiratory air through a liquid with a pipette. Infectious bio-hazardous agents must not be blown out of a pipette. Infectious bio-hazardous agents must not be mixed by pipetting. Contaminated pipettes must be placed horizontally in a pan containing enough suitable disinfectant to allow complete immersion. Contaminated pipettes must not be placed vertically in a cylinder. The pan and pipettes must be disinfected in an autoclave as a unit and replaced in a clean pan with fresh disinfectant.

Broth cultures must be taken in a manner that avoids wetting the plug or cap. If the plug or cap is exposed, it must be disposed of in the proper container or disinfected. Before centrifuging, the tubes must be inspected for cracks and the inside of the trunnion cup must be inspected for rough walls caused by erosion or adhering matter. Bits of glass, if any, must be removed from the rubber cushion. A germicidal solution added between the tube and trunnion cup disinfects the outer surface of both, and also provides an excellent cushion against shocks that might otherwise break the tube. Decanting centrifuge tubes should be avoided. If it must be done, wipe off the outer rim with a disinfectant to prevent the infectious fluid from spinning off as an aerosol. The tube should not be filled to the point where the rim will become wet with culture. Water baths and Warburg baths used to inactivate, incubate, or test infectious agents must contain disinfectant. For cold water baths, 70% propylene glycol is recommended. When a building vacuum line is used, suitable traps or filters must be interposed to ensure that pathogens do not enter the fixed vacuum system. Deep freeze and dry ice chests and refrigerators must be inspected and cleaned periodically to remove any broken ampoules, tubes, etc., that may contain infectious agents. Rubber gloves and respiratory protection must be worn during this cleaning. All infectious or toxic agents stored in refrigerators or deep freezers must be properly labeled. All virulent fluid cultures or viable powdered infectious agents in glass vessels must be transported, incubated, and stored in easily handled, non-breakable, leak-proof containers that are large enough to contain all the fluid or powder if the glass vessel leaks or breaks. All inoculated Petri plates or other inoculated solid media must be transported and incubated in leak-proof pans or other leak-proof containers. Care must be exercised in the use of membrane filters to obtain sterile filtrates of infectious materials. Because of the fragility of the membrane and other factors, such filtrates must not be handled as non-infectious until culture or other tests have proved their sterility.

Cuts

If an employee has a needle stick, cut, or mucous membrane exposure to body fluids he/she must report the incident immediately to the SO.



Blood Exposure

All employees exposed to human blood and blood products must report to the SO for information and possible inclusion in the Hepatitis B Immunization Program.

Experimentation

The SO provides oversight and auditing for experimentation with recombinant DNA or an infectious biological hazard. Experimentation of bio-hazardous agents involving animals must meet the strict guidelines set forth in the Animal Welfare Act of 1970. The implementing rules and regulations appear in the Code of Federal Regulations, Title 9. Any experimentation of bio-hazardous agents with animals must be approved prior to experimentation.

Infection Control Plan

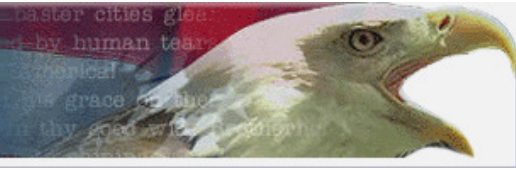
The purpose of the Infection Control Plan is to protect the health and safety of the persons directly involved in handling the materials, NTLUSA personnel and the general public by ensuring the safe handling, storage, use, processing, and disposal of infectious medical waste. This plan complies with OSHA requirement proposed for 29 CFR 1910.1030, Blood Borne Pathogens. Medical wastes/Infectious wastes: All laboratory waste emanating from human or animal tissues, blood or blood products or fluids; all cultures of tissues or cells of human origin or cultures of etiologic agents; specimens of human or animal parts or tissues removed by surgery, autopsy, or necropsy. Universal precautions: Refers to a system of infectious disease control which assumes that every direct contact with body fluids is infectious and requires every employee exposed to be protected as though such body fluids were infected with blood-borne pathogens. All infectious/medical material must be handled according to Universal Precautions (OSHA Instruction CPL 2-2.44A).

The following universal precautions must be taken.

1. Gloves must be made of appropriate disposable material, usually intact latex or vinyl. They must be used:
 - a. when the employee has cuts, abraded skin, chapped hands, dermatitis, or the like.
 - b. during instrumental examination of the oropharynx, gastrointestinal (G.I.) tract, and genitourinary (G.U.) tract.
 - c. when examining abraded or non-intact skin of a patient with active bleeding.
 - d. while handling blood or blood products or other body secretions during routine laboratory procedures.
2. Gowns, aprons, or lab coats must be worn when splashes of body fluid on skin or clothing are possible.
3. Mask and eye protection are required when contact of mucosal membranes (eyes, mouth or nose) with body fluids is likely to occur (e.g. splashes or aerosolization).
4. Resuscitation equipment, pocket masks, resuscitation bags, or other ventilation equipment must be provided to eliminate the need for direct mouth to mouth contact. (This statement is required for groups where resuscitation is a part of their responsibility such as a Fire Department or Police or Medical Emergency Services).
5. Phlebotomy: Gloves must be available for use by phlebotomists.
6. Pipetting: All pipetting must be carried out with the aid of a rubber bulb or other vacuum assist device. Mouth pipetting is strictly forbidden.

Waste Disposal Plan

1. Medical/Infectious waste must be segregated from other waste at the point of origin.
2. Medical/Infectious waste, except for sharps (e.g. razor blades, broken glass, needles, etc.) capable of puncturing or cutting must be contained in double disposable red bags conspicuously labeled with the words, "INFECTIOUS WASTE – BIO-HAZARD."
3. Infectious sharps must be contained for disposal in leak-proof, rigid puncture resistant containers (available from NTLUSA).
4. Infectious waste thus contained as described in procedures 2 and 3 above must be placed in reusable or



disposable leak-proof bins or barrels which must be conspicuously labeled with the words, “INFECTIOUS WASTE – BIO-HAZARD.” These waste barrels are be picked up regularly by an outside company licensed to handle infectious wastes.

5. Mixed waste that includes biological/infectious waste and radioactive waste must be disinfected by a person trained in radioisotope safety and waste disposal procedures. After disinfection call the SO for disposal.
6. Spills/Disinfectants: a solution of sodium hypochlorite (household bleach) diluted 1:9 with water must be used to disinfect, following initial clean-up of a spill with a chemical germicide approved as a hospital disinfectant. Spills must be cleaned up immediately.
7. After removing gloves, and/or after contact with body fluids, hands and other skin surfaces must be washed thoroughly and immediately with soap or other disinfectant in hot water.
8. Other biological wastes that do not contain radioactive or hazardous substances may be disinfected by steam sterilization (autoclave) and then disposed of in the regular trash.
9. Liquid bio-hazard waste may be disposed of in the sewage system following chemical decontamination.
10. Reusable glassware must be decontaminated in sodium hyperchlorite (household bleach) solution (1:9) prior to rinsing and acid washing. Then the glassware must be sterilized in an autoclave. All supervisors must ensure that their staff is trained in proper work practices, the concept of universal precautions, personal protective equipment, and in proper clean-up and disposal techniques.



Receipt & Acknowledgment of NTLUSAs Illness & Loss Prevention Handbook

Please read the following statements, sign below and return to your designated company representative.

I Understand & Acknowledge NTLUSA Safety Policies & Procedures...

- I have received and read a copy, or viewed the PowerPoint presentation of the NTLUSA Injury & Loss Prevention Handbook.
- I understand that the information in this document supersedes previous documents and verbal instructions.
- I understand further that the policies and procedures described in this document are subject to change at the sole discretion of NTLUSA at any time.

Safety Practices

I also acknowledge that I have read and understand all of the Safety Practices contained in this Injury & Loss Prevention Handbook and I agree to abide by these policies. If I have not complied with the procedures and policies as described, I agree to hold NTLUSA harmless for injuries that I may sustain as a result of such actions.

I also agree to immediately report, in writing, any discrepancies in practices or conditions directly to my immediate site/facility Supervisor and/or the NTLUSA SO.

Confidential Information

I am aware that during the course of my employment confidential information will be made available to me, for instance, product designs, marketing strategies, customer lists, pricing policies and other related information. I understand that this information is proprietary and critical to the success of NTLUSA and must not be given out or used outside of NTLUSA's premises or with non-NTLUSA employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company.

Employee's Printed Name	Position
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Employee's Signature	Date
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