



General Office Safety Policy

PURPOSE

Savanna is committed to enhancing and protecting the safety of all Savanna employees, both in the office environment and in the field. The purpose of this policy is to provide general guidelines for safe working practices in all office areas across all divisions of Savanna Energy Services Corp.

SCOPE

This policy applies to all Office Personnel of Savanna Energy Services Corp. (“Savanna” or the “Corporation”) and its Subsidiaries.

The following sections provide general safety guidelines and procedures for the office environment, but the publication of this General Office Safety Policy does not relieve office employees of their responsibility to follow other relevant safe work practices and procedures. Other relevant safe work practices and the guidelines in this policy should be followed at all times.

DEFINITIONS

A Workstation consists of the equipment and furniture associated with a typical desk job (desk, chair, computer components, etc.).

Common office machines include copiers, microwaves, paper shredders, computers, etc.

POLICY

1.1. General Office Safety

Studies have shown a large percentage of workplace accidents and injuries occur in offices, with some areas requiring a few preventive measures to ensure a safe and healthy environment.

Common causes of office accidents include, but are not limited to:

- Slipping, tripping and falling hazards
- Burning, cutting and pinching hazards
- Improper lifting and handling techniques
- Unobservant and inattentive employees
- Improper office layout and arrangement
- Dangerous electrical wiring



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- Exposure to toxic substances
- Horseplay

2.1. Good Housekeeping Practices

Many office accidents are caused by poor housekeeping practices. By keeping the office floor both neat and clean, you can eliminate most slipping, tripping and falling hazards.

Other good housekeeping practices include, but are not limited to:

- Ensuring office lighting is adequate and available. Notify Office Services or the appropriate Operations Manager if you notice a burned out light bulb or an area of inadequate lighting
- Ensuring electrical cords and phone cords do not cross walkways or pose a tripping hazard. Notify Office Services or the appropriate Operations Manager if you notice an electrical or phone cord that is crossing walkways or posing a tripping hazard
- Immediately reporting other tripping hazards such as defective tiles, boards or carpet to Office Services or the appropriate Operations Manager
- Immediately cleaning spills and picking up fallen debris. Even a loose pencil or paper clip could cause a serious fall or injury
- Keeping office equipment, facilities and machines in good condition. Report any of those that aren't to Office Services or the appropriate Operations Manager
- Storing items in an approved storage space
- Not stacking boxes too high or too tight
- Clearly labeling the content of boxes

3.1. Hazardous Objects and Materials

Hazardous objects such as firearms or non-kitchen knives are not permitted in the workplace. In addition, hazardous chemicals and materials should not be stored in the general office.

Hazardous materials include, but are not limited to:

- Carcinogens
- Combustibles
- Flammables
- Gas cylinders
- Irritants
- Oxidizers



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- Re-actives

4.1. Preventing cuts and punctures

Cuts and punctures happen when people use everyday office supplies without exercising care.

Follow these guidelines to help reduce the chance of cuts or punctures:

- When sealing envelopes, use a liquid dispenser, not your tongue
- Be careful when using kitchen knives, scissors, staplers, letter openers and box openers as any of these items could cause a painful injury
- Avoid picking up broken glass with your bare hands. Report incidents of broken glass to Office Services or the appropriate Operations Manager

5.1. Preventing Machine Accidents

Only use machines that you know how to operate. Never attempt to operate an unfamiliar machine without reading the machine instructions or receiving directions from a qualified employee.

Follow these guidelines to ensure machine safety:

- Have Office Services or the appropriate Operations Manager secure machines that tend to move during operation
- Do not place machines near the edge of a table or desk
- Ensure machines with moving parts are guarded to prevent accidents. Do not remove these guards. Report any missed guards to Office Services or the appropriate Operations Manager
- Unplug defective machines and notify Office Services or the appropriate Operations Manager immediately
- Do not use machines that smoke, spark, shock or appear defective in any way
- Close hand-operated paper cutters after each use and activate the guard
- Take care when working with copy machines. If you have to open the machine for repair or troubleshooting, remember that some parts may be hot
- Do not wear the following items around or when operating machines with unguarded moving parts:
 - Loose belts
 - Jewelry
 - Long, loose hair



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- Long, loose sleeves or pants
- Scarves
- Ties

6.1. Preventing Slips and Falls

The easiest way to avoid slips and falls is to pay attention to your surroundings and to avoid running or rushing.

Office Services or the appropriate Operations Managers will follow these guidelines to ensure safety for others in the office:

- Arrange office furnishings in a manner that provides unobstructed areas for movement
- Keep stairs, steps, flooring and carpeting well maintained
- Ensure glass doors have some type of marking to prevent people walking through or into them
- Clearly mark any difference in floor level
- Secure throw rugs and mats to prevent slipping hazards
- Do not place waste baskets or other objects in walkways

7.1. Preventing Stress

To reduce stress and prevent fatigue, it is important to take mini-breaks (not many breaks) throughout the day. If possible, change tasks at least once every two hours. Stretch your arms, neck and legs often if you do the same type of work for long periods of time. Rest your eyes by closing them or looking at something other than the work at hand. For a quick pick-me-up, breathe deeply several times by inhaling through your nose and exhaling through your mouth. In addition, always try to eat your lunch somewhere other than your desk.

Examples of stress-relieving exercises that can be done at your desk include:

Head and Neck Stretch

- Slowly turn your head to the left and hold it for three seconds
- Drop your chin gently towards your chest and then tilt it back as far as you can
- Repeat on the right side
- Repeat these steps five to ten times

Shoulder Roll

- Roll your shoulders forward and then backward using a circular motion



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Upper Back Stretch

- Grasp one arm below the elbow and pull gently towards the other shoulder
- Hold this position for five seconds and then repeat with the other arm

Wrist Wave

- With your arms extended in front of you, raise and lower your hands several times

Finger Stretch

- Make fists with your hands and hold tight for one second, then spread your fingers wide for five seconds

8.1. Equipment Safety

As mentioned earlier, common office machines (copiers, microwaves, paper shredders and computers for example) require special safety considerations. Be sure you know how to operate these machines before using them and never use one of these machines if you think it is defective.

Other office equipment that requires safety considerations include furniture such as file cabinets and shelves, desks and chairs.

File Cabinets and Shelves:

Because file cabinets and shelves tend to support heavy loads, treat them with special care.

Office Services or the appropriate Operations Manager will follow these safety guidelines for file cabinets:

- Secure file cabinets that are not weighted at the bottom; anchor them to either the floor or the wall
- Ensure file cabinet drawers cannot easily be pulled clear of the cabinet
- Do not block ventilation grates with file cabinets

Employees should follow these safety guidelines for file cabinets:

- Open only one drawer at a time to keep the cabinet from toppling
- Close drawers when they are not in use
- Do not place heavy objects on top of cabinets. Be aware that anything on top of a cabinet may fall off if a drawer is opened suddenly
- Close drawers slowly using the handle to avoid pinched fingers



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- Keep the bottom drawer full. This will help stabilize the entire cabinet

Office Services or the Operations Manager will follow these safety guidelines for office shelves:

- Secure shelves by bolting them to the floor or wall
- Ensure there is at least 18 inches between the top shelf items and the ceiling. This space will allow ceiling sprinklers (if present) to function properly if a fire occurs
- Do not block ventilation grates with shelves

Employees should follow these safety guidelines for office shelves:

- Place heavy objects on the bottom shelves. This will keep the entire structure more stable
- Never climb on shelves (even lower shelves). Use an approved ladder or stepstool

Desks:

Office Services will follow these safety guidelines for office desks:

- Keep desks in good condition (free from sharp edges, nails, etc.)
- Ensure desks do not block exits or passageways
- Ensure glass-top desks do not have sharp edges
- Ensure desks with spring-loaded tables function properly. The table should not spring forth with enough force to cause an injury

Employees should follow these safety guidelines for office desks:

- Do not climb on desks. Use an approved ladder or stepstool
- Keep desk drawers closed when not in use

Chairs:

Follow these safety guidelines for chairs:

- Do not lean back in office chairs, particularly swivel chairs with rollers
- Do not climb on any office chair. Use an approved ladder or stepstool
- Office desk chairs should have adjustable back supports and seat height. Make sure your chair's back support position and seat height are comfortable
- Take care when sitting in a chair with rollers. Make sure it does not roll out from under you when you sit down
- Repair or report any chair damage that could be hazardous to Office Services or to the appropriate Operations Manager



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- Do not roll chairs over electrical cords

Ladders and Stepstools:

Always use an approved ladder or stepstool to reach any item above your extended arm height. Never use a makeshift device, such as a desktop, file cabinet, bookshelf or box, as a substitute for a ladder or stepstool.

Follow these guidelines when using ladders and stepstools:

- Do not load a ladder above its intended weight capacity
- Place ladders on slip-free surfaces even if they have slip-resistant feet. Secure the ladder if a slip-free surface is not available
- Avoid placing ladders in walkways
- Secure a ladder if its location could cause an accident
- Keep areas around ladders clean and free of debris
- Do not use a ladder in front of a door unless the door is locked and barricaded

9.1. Work-Station Arrangement

With the extensive use of computers and other automated desk devices in the workplace, employees must take special care to ensure proper workstation arrangement.

Improper workstation arrangement combined with repetitive motion may contribute to visual and musculoskeletal fatigue. Cumulative trauma disorders, such as carpal tunnel syndrome, may result from the stress of repetitive motion; therefore, it is very important to arrange your workstation properly and to take breaks frequently.

The following sections offer recommendations for ensuring employee comfort through proper workstation arrangement.

Operator's Position:

Your seating position at work is important for your comfort and safety.

To reduce the painful effects of repetitive motion, follow these guidelines when operating at your workstation:



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- Always sit up straight. Make sure your chair is adjusted to provide adequate support to your back
- Place your feet flat on the floor or on a footrest
- Lower legs should be approximately vertical and thighs should be approximately horizontal. The majority of your weight should be on the buttocks
- Ensure there is at least one inch of clearance between the top of your thighs and the bottom of your desk or table
- Keep your wrists in a natural position; they should not rest on the edge of the desk
- Keep the front edge of your chair approximately four inches behind your knees

Equipment Arrangement:

By properly arranging your equipment, you can also help reduce the harmful effects of repetitive motion.

Follow these guidelines for arranging office equipment:

Lighting

- Lighting around computer workstations should illuminate the work area without obscuring the computer monitor or causing glare
- Position monitors, draperies, blinds and pictures to reduce glare during work hours (i.e., place the computer monitor at a right angle to the window)

Computer Monitors

- Computer monitor images should be clear and well defined. Adjust the monitor's brightness, contrast and display size to meet your needs. If a screen flickers or jumps, have it repaired or replaced
- Place the computer monitor 20-28 inches away from your face. The center of the monitor should be approximately 15 to 25 degrees below your line of vision

Keyboards

- Position computer keyboards so the angle between the forearm and upper arm is between 80 and 120 degrees
- Place the keyboard in an area that is accessible and comfortable

Wrist Support

- Use wrist supports made of padded material. The support should allow you to type without bending your wrists



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Document Holders

- Keep documents at approximately the same height and distance from your face as the computer monitor

Telephones

- Neck tension is a common problem caused by holding the telephone between the head and neck. Use a headset or speakerphone if you use the telephone for extended periods of time

10.1 Fire Precautions and Safety

Follow these guidelines for fire precautions and safety:

- Do not overload electrical plug outlets
- Ensure all electrical and extension cords are in good condition (no wires showing, not fraying)
- Learn the location of fire extinguishers in your area
- Familiarize yourself with the escape routes from your place of work
- Participate in regularly scheduled fire and emergency evacuation drills
- Never try to take an elevator to escape from a fire; always use the stairs
- Do not dispose of “controlled products” (batteries, solvents, etc.) in general waste bins. Dispose of as per the product’s MSDS

Important: If you see any danger within an escape route, such as stored boxes or equipment blocking passages, clear the area immediately and notify Office Services or the appropriate Operations Manager.