



IC-Fluid Power, Inc.
Health and Safety Policy and Procedures
IC-HASPP.09.21.2026v1.0

Revision History

Changes	Role	Approving Manager	Date
Initial Publication	President	Bernd Hunger	09.21.2026
Next Review	President	Bernd Hunger	06.12.2027

PART 1: INTRODUCTION

At IC-Fluid Power, Inc. (IC-Fluid Power), safety is the foundation of how we work and takes precedence in every phase of our business. Protecting the people who walk through our doors, whether employee, contractor, or visitor, is non-negotiable.

PART 2: HEALTH AND SAFETY POLICY STATEMENT

IC-Fluid Power is committed to providing a safe, healthy, and responsible workplace for all employees. We comply with all applicable regulations, work to eliminate recognized hazards, and provide essential training and awareness as needed. Our **ACTION PLAN** (see IC Health and Safety Action Plan) and **POLICIES** (see PART 8) are formed in accordance with these three priorities.

PART 3: PURPOSE

This policy establishes the standards we hold ourselves to, as well as the expectations of all employees to create and maintain a safe workplace for all.

PART 4: APPLICABILITY

This policy applies to all IC-Fluid Power employees.

PART 5: ROLES

IC-Fluid Power's current leadership, Bernd Hunger (President), will oversee this document and is in charge of managing, reviewing, and updating of this document annually.

PART 6: RESPONSIBILITIES

Management should provide a safe and healthy workplace, monitor and mitigate workplace hazards, and comply with all applicable safety and health laws and regulations.

Employees should follow safety procedures and requirements set forth in this policy, report hazards and unsafe conditions, and familiarize themselves with general health and safety guidelines.

PART 7: HEALTH AND SAFETY POLICIES

The following outlines IC-Fluid Power's policies to advance health and safety:

A. GENERAL COMPLIANCE

IC-Fluid Power complies with all national, state, and local health and safety legislation.

B. NOTIFICATION AND RECORD MAINTENANCE

The company reports work-related injuries and illnesses to the proper authorities when required by law. Records stay on site for at least one year, or longer if a regulation requires it.

C. HOUSEKEEPING RULES

A clean, organized office environment is a shared responsibility. The following rules apply to all employees to help keep office spaces functional, professional, and welcoming:

1. Personal work areas
 - Maintain a tidy, organized desk and workspace

- Clear off flat surfaces on scheduled service days for the cleaning crew
 - Report damaged or malfunctioning equipment promptly
2. Shared spaces
- Restrooms, the kitchen, and break areas must be left clean after each use and kept compliant with applicable sanitation and health standards
 - Place trash and recyclables in the designated containers
3. Safety and hazard prevention
- Keep fire exits, hallways, and walkways clear at all times
 - Secure power cords and cables to prevent tripping hazards
 - Alert a manager of safety hazards such as spills, exposed wiring, malfunctioning lights, broken equipment, and more

D. REPORTING SAFETY AND HEALTH CONCERNS

Health and safety concerns can be reported to your supervisor or to Bernd Hunger. Under IC-Fluid Power's Open-Door Policy, employees may raise any concern with any member of management at any time. No employee is required to report to their supervisor first, and no one will be penalized for going outside the usual chain of command to raise a safety issue.

PART 8: RISK ASSESSMENT

IC-Fluid Power conducts a comprehensive risk assessment every three years. The risk assessment register is also updated whenever significant changes occur to operations, equipment, facilities, personnel, products, or applicable regulations.

A. **HAZARDS:** The risk assessment identifies hazards across physical, chemical, equipment, environmental, ergonomic, fire, security, and operational categories. Each hazard is documented with its location, the concern, and the individuals at risk.

B. **PROBABILITY OF OCCURENCE:** Each hazard is rated on a 1-5 probability scale:

1	Rare	May occur in exceptional circumstances
2	Unlikely	Could occur but not expected
3	Possible	Might occur occasionally
4	Likely	Will probably occur in most circumstances
5	Almost certain	Expected to occur frequently

C. **SEVERITY:** Each hazard is rated on a 1-5 severity scale that reflects the potential consequences if the hazard occurs.

1	Negligible	No treatment needed beyond basic first aid
2	Minor	Injury requiring medical treatment
3	Moderate	Significant with full recovery expected
4	Major	Serious injury, possible permanent impairment
5	Catastrophic	Fatality or permanent total disability

D. **RISK CALCULATION:** The risk score is calculated by multiplying the probability rating by the severity rating, producing a value from 1 to 25. The resulting score is assigned to one of four risk tiers:

- Low (1-4)
- Moderate (5-9)
- High (10-15)
- Extreme (16-25)

PART 9: STOP WORK AUTHORITY

Employees may stop any work they reasonably believe to be unsafe without fear of retaliation. This applies regardless of role, seniority, or pressure to work. Supervisors should be notified as soon as practical so the issue can be addressed. Work will not resume until the unsafe condition is corrected.

PART 10: MENTAL HEALTH & WELL-BEING

IC-Fluid Power is committed to supporting employee well-being and mental health. Employees are encouraged to take regular breaks and maintain a healthy work-life balance. If employees are experiencing stress, burnout, or other mental health challenges, they are encouraged to communicate with management so support can be considered when and where possible.

PART 11: ERGONOMICS

An ergonomic workspace is extremely important for preventing strain, discomfort, and long-term health issues. IC-Fluid Power supports employee well-being through the following:

1. Adjustable Ergonomic Chair: Each workspace is equipped with an ergonomic adjustable chair that supports lumbar support and proper posture positioning.
2. Standing Desk: Each workspace is also equipped with a height adjustable desk that allows both standing and sitting and can promote better eye-level monitor positioning as well as correct mouse and keyboard arrangements.
3. Encouraged Frequent Movement: We recommend regular breaks to stretch, adjust your posture, and reduce eye strain from frequent screen exposure.

PART 12: SAFETY GUIDELINES

A. EQUIPMENT USE

IC-Fluid Power is responsible for providing appropriate safety equipment for each task. Employees must not lift or move heavy objects alone and should ask for help when needed. Equipment should not be operated on if an employee does not have the training. Employees should not tamper with equipment operation or disable its safety guards. Employees can request additional training from their supervisor if needed. Any employee who circumvents a safety device on any piece of equipment will be subject to discipline, up to and including dismissal, even on a first offense.

B. PERSONAL PROTECTIVE EQUIPMENT (PPE)

IC-Fluid Power provides protective clothing items such as gloves, goggles, and face shields. Employees must wear safety glasses when working on equipment, testing, or welding. Any employee with questions about PPE or who needs additional protective equipment should speak with their manager.

Warehouse employees are required to wear steel-toed safety shoes at all times and must obtain purchasing approval from their supervisor before purchasing them. After completing the 90-day probationary period, warehouse employees are eligible for safety shoe reimbursement up to \$150.00 per calendar year. Shoes over \$150.00 are reimbursed at \$150.00 maximum, and shoes costing less are reimbursed at the purchase price.

C. FIRST AID

Employees must report any injury to their supervisor, no matter how minor. Any employee who feels ill or sustains an injury while at work should contact their supervisor immediately. Open wounds require immediate treatment. If an injury is life-threatening or constitutes serious bodily harm, employees should call 911 right away.

D. FIRE SAFETY

The threat of fire is always present in any facility. IC-Fluid Power presents escape routes and fire extinguisher locations in an annual company sustainability presentation. This map ([IC Fire Extinguisher Map](#)) can be found on the Drive in Shared > Company > ESG Policies > Shared Resources. Employees should review this information and direct any questions to their supervisor.

PART 13: SEVERE WEATHER EMERGENCY PROCEDURES

The safety of our employees is our highest priority during severe weather or emergency conditions. Management will monitor weather alerts and determine when conditions pose a significant risk to employee health or safe travel. In such cases, the company may temporarily close the facility, delay opening, or instruct employees to work remotely when possible. Closure decisions will be communicated to employees as promptly as conditions allow.

Employees are never expected to place themselves in danger to report to or remain at work. If local weather conditions make travel unsafe, employees should contact their supervisor as soon as possible to discuss alternative arrangements.

- A. **MONITORING:** The President or designee monitors National Weather Service alerts and the Wood County Emergency Management Agency for Level 1, 2, and 3 Weather Emergency declarations, as well as conditions in surrounding counties from which employees commute.
- B. **AUTOMATIC CLOSURE TRIGGER:** A Level 3 Weather Emergency declared in Wood County results in automatic closure with no management decision needed.
- C. **DISCRETIONARY CLOSURE:** At Level 2 Weather Emergency or lower in Wood County, the facility generally remains open. Management may elect to close, delay opening, or shift to remote work based on conditions.

- D. **DECISION AUTHORITY:** The President holds sole authority for discretionary closure, delayed opening, early dismissal, and remote-work decisions. A designated alternate will hold this authority during the President's absence.
- E. **DECISION TIMING:**
- Next-day closures: decided and communicated by 8:00 PM the prior evening when conditions allow.
 - Same-day closures and delayed opening: decided and communicated by 7:00 AM.
 - Early-dismissal: decided and communicated as conditions develop, with as much notice as possible.
- F. **COMMUNICATION CHANNELS:** Remote and off-site employees will be notified via text message. On-site employees will be notified in person by their manager. Employees are responsible for keeping current contact information on file.
- G. **EMPLOYEE-INITIATED REPORTING:** Employees outside Wood County whose home county is under a Level 3 Weather Emergency should not report to work until the declaration is lifted. Employees who determine that local conditions make travel unsafe, even when the facility remains open, must contact their manager to discuss alternatives. No employee will be penalized for refusing to travel in unsafe conditions.
- H. **WORK ARRANGEMENTS:** Office employees may be directed to work remotely when conditions allow. Warehouse employees will be released for the duration of the closure.
- I. **RETURN TO OPERATIONS:** Standard operations resume when the closure decision is rescinded and communicated through the same channels. Once the decision has been made to resume operations, employees are expected to be in the office within 2 hours.

PART 14: FIRST AID PROCEDURES

- A. **FIRST AID SUPPLIES:** First aid kits are located in the office within the white cabinets by the printer and in the warehouse underneath the stairs to the right of the entrance. First aid kits include bandages, gauze, cold compresses, antiseptic wipes, gloves, a bloodborne pathogen kit, and more.
- B. **EYEWASH STATION:** An eyewash station is located at the front of the warehouse by the steps indicated by a green sign. Employees exposed to hydraulic fluid, solvents, or any other irritant in the eyes must flush affected eyes for a minimum of 15 minutes and notify their supervisor immediately.

To flush your eyes, open the tamper-evident cap and allow the saline fluid to flow directly into your affected eye or area for the duration of the bottle, applying gentle pressure to maintain a consistent and continual flow.

- C. **REPORTING:** Injuries must be reported to the employee's supervisor.

D. RESPONSE BY SEVERITY:

- Repeated minor injuries (cuts, scrapes): Notify supervisor if there are multiple minor injuries being caused by the same source or work hazard.
- Moderate injuries (wounds requiring stitches, sprains, burns): Notify supervisor immediately and seek medical care at the nearest urgent care or emergency room.
- Life-threatening injuries or serious bodily harm: Call 911 immediately, then notify supervisor as soon as possible.

E. DOCUMENTATION: All workplace injuries are documented and retained per OSHA recordkeeping requirements.

PART 15: DRUG AND ALCOHOL POLICY

This Part 15 is read and enforced in conjunction with the Drug Testing Policy contained in the Employee Handbook. IC-Fluid Power prohibits the use, possession, or influence of alcohol and illegal drugs in the workplace. The presence or influence of such substances can compromise the health and safety of employees, impair judgment, and increase the risk of accidents or injury.

To ensure a safe working environment, the company may require drug and/or alcohol testing in accordance with applicable federal, state, and local laws. Testing may occur during the pre-employment process, when reasonable suspicion exists, or as part of post-accident testing or a return-to-duty evaluation following substance-related concerns. Refusal to participate in required testing or violation of this policy may result in disciplinary action, up to and including termination.

The use, possession, distribution, or sale of unauthorized drugs or alcohol on company property, at worksites, or while conducting company business is strictly prohibited. All employees are required to report to work fit for duty and capable of performing their responsibilities safely and effectively. An exception is made for casual company gatherings outside of work hours, such as company dinners and team-building events.

IC-Fluid Power also maintains a smoke-free indoor environment in accordance with Ohio's Smoke Free Workplace Act. Smoking and vaping are prohibited inside company facilities and are permitted outdoors only, in designated areas away from building entrances and air intakes. Cigarette butts and related materials must be disposed of properly.

Any questions regarding this policy or its implementation should be directed to management.

PART 16: MONITORING AND REVIEW

President Bernd Hunger will oversee and review the health and safety policy, action plan, and folder contents annually, and update any information as needed.