

SECTION 14: WORKPLACE SECURITY PLAN

1 MANAGEMENT SAFETY POLICY 14-1

2 SAFETY AND HEALTH ORIENTATION 14-1

 2.1 Basic Indoctrination 14-1

 2.2 Recurrent Training 14-2

3 SAFETY AWARENESS 14-2

4 HAZARD ASSESSMENT 14-2

5 DOCUMENTATION 14-2

6 RESPONSIBILITIES 14-3

 6.1 Senior Management 14-3

 6.2 Departmental Supervisors 14-3

 6.3 All Employees 14-3

7 ACCIDENT / INCIDENT INVESTIGATION PROCEDURES 14-4

8 SAFETY COMMITTEE 14-4

9 GENERAL OFFICE AND WORKPLACE SECURITY GUIDELINES 14-5

 9.1 Restricted Access to the Public 14-5

 9.2 Security Threats 14-5

 9.3 Fire and Earthquake 14-5

 9.4 Working Alone or After Hours 14-5

 9.5 Personal Security and Safety 14-5

10 RECORDKEEPING 14-5

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14 WORKPLACE SECURITY PLAN

1. MANAGEMENT SAFETY POLICY

The management of Dreamline Aviation is committed to the safety and health of our employees, customers, and work sites. We are responsible for providing the resources necessary for employees to follow the safety regulations related to our work. We will strive to set expectations for continual improvement as a safe business.

At Dreamline Aviation, management will participate in establishing and maintaining an effective safety program that includes:

- Providing each new employee with a general safety orientation containing information common to all employees and appropriate to the business operations before they begin their regular job duties.
- Providing job- or task-specific safety training appropriate for employees before they perform the job or task without direct supervision.
- Providing regular refresher training.
- Developing awareness and appreciation of safety through newsletters, periodic safety meetings, posters and safety incentive programs.
- Providing periodic self-inspection for hazard assessment when the safety program is implemented, new worksites are established, and thereafter as appropriate to the business operations, but at least annually.
- Including documentation of performance of activities for at least three years.

This policy statement serves to express this company's commitment to and involvement in providing our employees a safe and healthy workplace.

2. SAFETY AND HEALTH ORIENTATION

2.1 Basic Indoctrination

Workplace safety and health orientation begins on the first day of initial employment. Each new employee shall be given a general safety orientation during their Basic Indoctrination training. This training contains information common to all employees and appropriate to the business operations before they begin their regular duties. Our plan will include:

- Accident and hazard reporting procedures,
- Emergency procedures,
- Fire safety,
- First aid,
- Workplace violence prevention
- Worksite hazards.

Each employee has access to a copy of the written safety program through DLACrew.com for review and future reference.

2.2. Recurrent Training

Regular refresher training will be conducted as outlined below:

- Be held on an annual basis and when necessary throughout the year.
- Contain material to maintain and expand knowledge and awareness of safety and security issues in the workplace.

3. SAFETY AWARENESS

Dreamline Aviation will provide a system for the employer and employees to develop an awareness and appreciation of safety and security. This will include:

- The company Intranet – DLACrew.com.
- Periodic safety meetings.
- Posters.
- Safety incentive programs when appropriate.

4. HAZARD ASSESSMENT

It is the responsibility of the Director of Safety to provide periodic inspections for hazard assessment when the safety program was implemented or if new worksites are established. In addition, hazard assessment is performed as often as appropriate for our business operation, but at least annually. This assessment will:

- Identify hazards and unsafe conditions.
- Workplace violence prevention.
- Identify corrective action needed.
- Documents corrective action taken.

5. DOCUMENTATION

All activities listed above will be documented and this documentation will be kept for three years.

- Documentation will include: date, time, location and description of training, inspections and corrective actions.
- In addition, participants involved with training, inspections, and trainers will be identified.

6. RESPONSIBILITIES**6.1 Senior Management**

- Ensure that safety is adequately budgeted for the department, job and project.
- Communicate policies and procedures to all employees and make accessible within the department.
- Establish a system of recognition and awards for outstanding safety service or performance.
- Conduct periodic worksite inspections.
- Develop and enforce safety rules and safety practices / behavior.

6.2 Departmental Supervisors

- Ensure new-hire safety orientation is given to new employees and that all employees are trained before they start a new task.
- Ensure employees are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Conduct or designate qualified personnel to conduct periodic inspections of the workplace.
- Investigate all incidents and take immediate corrective action to prevent reoccurrence.
- Provide safety meetings on a regular basis and require attendance of all workers.

6.3 All Employees

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor immediately.
- Never operate a piece of equipment unless you have been trained on it and authorized to use it.
- Report all unsafe or broken equipment or tools to your supervisor immediately.
- Report all unsafe conditions, work practices, or behaviors to your supervisor immediately. Horseplay, running and fighting are prohibited.
- (For Maintenance and Line Service) Use your personal protective equipment (PPE) whenever it is required. Properly maintain all PPE in good working condition and wear correctly.
- Obey all safety warning signs.
- Report all work-related accidents, security threats, and/or injuries to your supervisor immediately.

7. ACCIDENT/INCIDENT INVESTIGATION PROCEDURES

The supervisor at the location where the accident/incident occurred will perform an accident/incident investigation. Incidents can include property damage, near misses and work-related injuries and illnesses. These investigations are to assess the nature and the cause of the incident, not to place blame on personnel. Supervisors need to investigate accidents/incidents using procedures that include:

- Implement temporary control measures to prevent any further injuries to employees or damage to equipment, property or the public.
- Review the equipment, operations and processes to gain an understanding of the incident.
- Take written statements from witnesses and photograph the incident scene and any equipment involved.
- Document (using **Fltsafety Report Risk/Hazard**) as soon as possible after the incident the condition of the equipment and anything else in the work area that may be relevant.
- Investigate causal conditions, unsafe acts, and a sequence of events leading up to the incident. Conclusions should be based on existing facts.
- Complete the incident investigation report (**FitSafety**).
- Provide recommendations for corrective actions.

8. SAFETY COMMITTEE

(See Safety and Security Management Manual, Section 1, K)

9. GENERAL OFFICE AND WORKPLACE SECURITY GUIDELINES

9.1 Restricted Access to the Public

Access and freedom of movement within the Maintenance hangar, ramp, and Signature terminal facility is restricted to persons who have legitimate reasons for being there. No non-Dreamline personnel will be allowed in these areas unless escorted by a Dreamline employee. All visitors to the maintenance hangar and ramp areas must sign a Visitor Disclosure Form indicating that they understand the potential hazards in these areas. This form can be obtained in the Line Service office or on DLACrew.com.

Gate access to these areas is controlled by either Signature Flight Support or by Dreamline personnel who have attended a Signature security orientation and who have received an ID/access card.

Under no circumstances may a Dreamline Aviation employee “lend” his/her Signature ID/access card to another individual. Such action will result in Signature’s confiscation of the ID/access card and possible termination by Dreamline Aviation.

9.2 Security Threats

Dreamline requires all employees to report all incidents or threats of violence, regardless of severity, using **FltSafety’s Risk/Hazard Report**. The Director of Safety (or the Supervisor) will then review the report and, if needed, take immediate action to protect Dreamline’s employees and/or facilities from the threat of violence.

Dreamline Managers and Supervisors must be trained to recognize and respond to threatening and aggressive behaviors from non-employees, employees, and former employees. Such training will aim at preventing the escalation of threatening behaviors.

When a threat persists, call 911.

9.3 Fire and Earthquake

(See Dreamline’s Emergency Response Plan Manual)

9.4 Working Alone or After Hours

Any individual working in the Blue Cube past regular work hours (M-F, 8am to 5pm) must insure that the main office door is securely locked. Under no circumstances, should an employee unlock the door to a stranger or to anyone posing a possible threat.

Exercise special caution when exiting the Blue Cube after hours, and especially when it is dark. If for any reason an employee feels threatened or vulnerable, he/she should contact a Line Service worker from the Signature facility or a Manager (even if the Manager is away from the office) to escort him/her to their vehicle. A list of Company managers and Line Service personnel can be found at DLACrew.com (HR).

9.5 Personal Security and Safety

Each employee working in or on Dreamline facility should carry on their person a phone in order to contact a Manager if he/she feels threatened or in danger.

10. RECORDKEEPING

The Director of Safety will maintain the FltSafety risk database and retain all reported risks for at least three (3) years.

DREAMLINE AVIATION, LLC

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