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Title:	HEALTH AND SAFETY PROGRAM	SOP No.:	EHS - 003
Effective:	01-16-2026	Rev.#/Date:	#1 01-16-2026

1.0 PURPOSE:

The purpose of this SOP is intended to establish a framework for identifying and correcting workplace hazards within Hamida Laboratory, Inc. (Hamida)

2.0 SCOPE:

This SOP applies to all members of Hamida, regardless of status, job title, or job function.

3.0 DEFINITION: N/A

4.0 POLICY:

It is the policy of Hamida. to maintain a safe and healthy work environment for each employee, and to comply with all applicable occupational health and safety regulations.

5.0 RESPONSIBILITIES:

5.1 The Company Management has primary authority and responsibility to ensure the implementation of the HEALTH AND SAFETY PROGRAM and to ensure the health and safety of Hamida's staff and employees.

5.2 The Health and Safety/Medical Personnel is responsible for the prevention as follows:

1. Ensuring that the company management is aware of all accidents which have occurred, and all hazards which have been observed since the last report.
2. Working with the Operations Manager to address facility-related safety concerns.
3. Assisting in the coordination of required health and safety training.
4. Serving as liaison with local EH&S authorities and other safety resources on issues the company cannot resolve.
5. Maintaining copies of Safety Documents and safety-related records.

5.3 Department Managers and Supervisors are jointly responsible for:

1. Communicating to their staff and employees, with an emphasis on health and safety.
2. Conducting and documenting regular safety meetings with staff/employees.
3. Participating in and supporting periodic, documented safety inspections of workspaces/areas under their authority.
4. Promptly correcting identified hazards.
5. Modeling and enforcing safe and healthful work practices.
6. Insuring and providing appropriate safety training and personal protective equipment to all employees under their supervision.
7. Implementing measures to eliminate or control workplace hazards.
8. Stopping any employee's work that poses an imminent hazard to either the employee or any other individual.
9. Encouraging employees to report health and safety issues without fear of reprisal



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5.4 All Employees:

It is the responsibility of all staff and employees to comply with all applicable health and safety regulations and established work practices. This includes but is not limited to:

1. Observing health and safety-related signs, posters, warning signals, and directions.
2. Taking part in appropriate health and safety training.
3. Following all safe operating procedures and precautions.
4. Using proper personal protective equipment.
5. Warning coworkers about defective equipment and other hazards.
6. Reporting unsafe conditions immediately to a supervisor and stopping work if an imminent hazard is presented.
7. Participating in workplace safety inspections.
8. Participating in regular safety meetings with supervisor and co-workers.

6.0 REFERENCE (S):

- 6.1 SOP EHS – 004 Personnel Hygiene & Washing Hands Procedure
- 6.2 SOP EHS – 005 Pest Control Procedure
- 6.3 SOP EHS – 006 Facility Sanitation Program
- 6.4 SOP EHS – 007 Water Quality Monitoring Program
- 6.5 SOP EHS – 008 Waste Disposal Procedure
- 6.6 SOP EHS – 009 Dust Collection System
- 6.7 SOP EHS – 010 Cleaning Procedures

7.0 EQUIPMENT / MATERIALS:

- 7.1 Eating Healthy and Reducing Stress (Post)
- 7.2 Washing Hands Sign (Post)
- 7.3 How to Wash your Hands (Post)
- 7.4 Pest Sighting Log
- 7.5 Sanitation Log
- 7.6 Water Test Report
- 7.7 Cleaning Schedule
- 7.8 Weekly Cleaning Checklist
- 7.9 Monthly Cleaning Checklist
- 7.10 Approved Chemicals and Authorized Handlers List
- 7.11 Safety Checklist
- 7.12 Injury Report Form
- 7.13 Accident/Incident Investigation Form

8.0 PROCEDURE:

8.1 Identifying and Reporting Workplace Hazards

8.1.1 Observed Hazards

- 8.1.1.1 In general, workplace hazards in the Hamida are identified by members of the company, including staff and employees, through the normal course of work and



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instruction. Identified or recognized hazards can typically be communicated to the observer's immediate Supervisor or the Health and Safety/ Medical Personnel for correction of the hazard.

- 8.1.1.2 All observed hazards should be reported first to a supervisor without fear of reprisal.

8.1.2 Safety Inspections

Workplace hazards in the company are also identified through regular, periodic safety inspections. Supervisors and the Health and Safety/ Medical Personnel should check for safe work practices with each visit to the workplace and should provide immediate verbal feedback where hazards are observed.

8.2 Communicating Workplace Hazards

8.2.1 Safety Meetings

- 8.2.1.1 Staff supervisors are required under this program to hold regular safety meetings with their staff. The purpose of these meetings is to establish a forum for employees to express safety concerns and to assist the supervisors in recognizing and controlling hazards in the work area.
- 8.2.1.2 Supervisors should also use these meetings to help them determine if additional safety training is needed for their staff.
- 8.2.1.3 Staff safety meetings are required under this plan to be held at least twice per year.
- 8.2.1.4 All safety meetings must be documented.

8.2.2 Lessons Learned

- 8.2.2.1 The Health & Safety Program periodically produces and distributes "Lessons Learned" documents covering a variety of health and safety topics relevant to the workplace in the company.
- 8.2.2.2 The information presented in each "Lessons Learned" is intended to inform the company's employees and staff about real accident occurrences and what can be learned from them.

8.3 Correcting Workplace Hazards

- 8.3.1 Department Supervisor and the Health and Safety/ Medical Personnel are responsible for correcting hazards that are discovered either as a result of a scheduled periodic inspection or by observation during normal operations.
- 8.3.2 Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard.
- 8.3.3 Specific procedures that can be used to correct hazards include, but are not limited to, the following:
 - 1. Tagging unsafe equipment "Danger - Equipment Needs Repair," and providing a list of alternatives for employees to use until the item is repaired.



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2. Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
 3. Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
 4. Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to a supervisor, the Health and Safety/ Medical Personnel, or the Company Management.
- 8.3.4 If an imminent hazard exists, work in the area should cease, and the appropriate supervisor must be contacted immediately.
- 8.3.5 If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with the necessary safeguards before addressing the situation.
- 8.3.6 Whenever necessary, the supervisor should call upon the Department Manager, the Health and Safety/ Medical Personnel, and/or the Company Management to assist in correcting identified hazards.

8.4 Investigating Injuries and Illnesses

8.4.1 Injury Reporting

- 8.4.1.1 Whenever *anyone* is injured in the facility, the first concern is whether medical treatment is needed.
- 8.4.1.2 If immediate medical treatment beyond first aid is needed, 911 must be called. The injured party will be taken to the appropriate hospital or medical center.
- 8.4.1.3 If non-emergency medical treatment for work-related injuries or illnesses is needed, drive the patient to Riverside Urgent Care, 640 Day Street, Riverside, CA 92507.
- 8.4.1.4 If emergency surgical treatment for work-related injuries is needed, call 911 or drive the patient directly to 26520 Cactus Ave, Moreno Valley, CA 92555.
- 8.4.1.5 Once appropriate medical attention has been rendered, employees who are injured at the Company must immediately report the injury to their supervisor or the Health and Safety/ Medical Personnel and the Company Management.

8.4.2 Injury Investigation

- 8.4.2.1 An injured employee's supervisor has primary responsibility for investigating the cause(s) of the incidents affecting their staff or employee.
- 8.4.2.2 Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:
 1. Interviewing injured personnel and witnesses;
 2. Examining the injured employee's work area for causative factors;
 3. Reviewing established procedures to ensure they are adequate and were followed;
 4. Reviewing training records of affected employees;



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5. Taking corrective actions to prevent the accident/exposure from recurring;
6. Recording all findings and actions taken.

8.4.2.3 If the supervisor is unable to determine the cause(s) and appropriate corrective actions, other resources should be sought. Available resources include the Department Manager, the Health and Safety/ Medical Personnel, and/or the Company Management.

8.4.3 Health and Safety Training

- 8.4.3.1 Safety training in the Company is provided at no cost to the employee and is conducted during the employee's normal working hours on Hamida.
- 8.4.3.2 Safety training may be presented by a knowledgeable supervisor, other department personnel, or representatives from other relevant companies or relevant units.
- 8.4.3.3 Regardless of the instructor, all safety training records must be documented.

9.0 SAFETY / PRECAUTION(S): N/A

10.0 ATTACHMENT(S) :

- 10.1 SOP Attachment – 10.8.1 Eating Healthy and Reducing Stress (Post)
- 10.2 SOP Attachment – 10.8.2 Washing Hands Sign (Post)
- 10.3 SOP Attachment – 10.8.3 How to Wash your Hands (Post)
- 10.4 SOP Attachment – 10.8.4 Water Test Report
- 10.5 SOP Attachment – 10.8.5 Safety Checklist
- 10.6 SOP Attachment – 10.8.6 Injury Report Form
- 10.7 SOP Attachment – 10.8.7 Accident/Incident Investigation Form
- 10.8 SOP Attachment – 10.7.4 Pest Sighting Log
- 10.9 SOP Attachment – 10.7.5 Sanitation Log
- 10.10 SOP Attachment – 10.7.7 Cleaning Schedule
- 10.11 SOP Attachment – 10.7.8 Weekly Cleaning Checklist
- 10.12 SOP Attachment – 10.7.9 Monthly Cleaning Checklist
- 10.13 SOP Attachment – 10.7.10 Approved Chemicals and Authorized Handlers List



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