



This Rules/Policy document is provided to you and your organization as a starting point or maturity checkpoint for existing rules/policies. It is brought to you on behalf of Jim McConnell, Principal Owner, and Ask McConnell, LLC – A Converged Security Services Provider. The content is not meant to cover every circumstance, industry, law, regulation, contractual requirement, threat, environment, or risk, but it provides an easy, defensible, highly accountable starting point for any organization. Please consult with your legal counsel and insurance provider about added requirements. If you know of peers that you think would find value in these resources, please have them contact us. These will be updated on our website regularly. We are not legally protecting these documents; we just ask for credit, shout-outs, and referrals if you find them helpful. If you have recommended updates, we are all ears. And if you need Converged Security Consulting and Training, please reach out, we would be honored to serve you and your organization.

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Basic Safety

Updated: 29 April 2025

Protecting human lives is the highest requirement of our entire organization, whether they are employees, customers, volunteers, visitors, or part of our supply chain while under some nexus to our organization.

- I am responsible for my personal safety and security while on the organization's property or performing the organization's duties.
- I will report safety concerns, vulnerabilities, and threats to my supervisor or the organization's Ethics Hotline
- I will not introduce any safety vulnerabilities that would jeopardize myself or other personnel
- I will not disable or knowingly not implement a safety control
- I will maintain all safety training / certifications (e.g. OSHA 30, forklift, hazmat, etc.) required for my role
- I will make sure all my visitors/suppliers/customers, that need to be escorted, will either be escorted at all times while on the organization's property or monitored by organizational personnel to make sure they are safe and perform the duties in a safe manner.
- Background checks:
 - I will verify that all personnel, reporting to me, will have a completed safety background check, before starting work, checking for any safety violations/fines against the individual by state or federal agencies.
 - I will verify that, every 24 months, all personnel, reporting to me, will have their safety background check rerun.
 - I will verify, yearly that any supplier personnel, supporting my operation, that will have physical access to the organization's facilities either directly by our organization or through contractual agreement, have an up-to-date safety background check completed.
- Due Diligence checks (on suppliers)
 - I will complete or verify as complete, a comprehensive due diligence, before engagement, with any company that will be a supplier/partner/reseller ("3rd Party" and flowdown) to include, at a minimum state and federal safety violation checks.
 - I will verify this due diligence is rerun, every 12 months, or as required by law/regulation (e.g. OSHA)
- I will not carry or use any method or instrument to carry out harm, bodily injury, or damage to other personnel or other organizational assets
- I will manage or support a State of Safety Report and Presentation, under Executive Session, at least yearly that covers incidents, vulnerabilities, improvements, and metrics across all domains of Safety.

Signature Note: I am a huge fan of wet signatures on these types of documents for accountability and investigation reasons. So you can add the parts below to each rule/policy document or have a collective wet signature and references in the Security Agreement document, located on the same webpage you got this rule / policy from. Organizational preference.

Print Full Legal Name

(Blue Ink) full Legal Name Signature
Style of signature must closely match Driver's License

Date
