

**POLICY MANUAL**  
**CHAPTER 6 - HUMAN RESOURCES POLICIES**  
**6.22 SAFETY & HEALTH**

**PURPOSE:**

This policy sets forth the health & safety procedures of the Mississippi Lottery Corporation (“MLC”) and the means through which the policy is to be implemented. Our objective is to provide a safe and healthy place of work for all employees and to meet our duties and obligations to Retailers, Vendors and Guests. The MLC is committed to follow applicable legal standards and create a hazard-free workplace.

**POLICY:**

MLC will make every effort to protect our employees from accidents or illnesses at work. The company will strive to take preventative action and ensure the facility, equipment and systems do not constitute a risk to the safety and health of its employees and strive to consistently seek to recognize and improve any potential risk which may arise.

**DEFINITIONS:**

**Emergency Management** - refers to the plan which deals with sudden catastrophes or emergencies.

**Work Related Injury/Incident** - Any employee injury (or potential injury) incurred while on work duty and/or premises.

**Vehicle Accident** - Any vehicular accident which occurs while conducting corporate business.

**Preventative Action** – Any action taken to avoid injuries or illness related to workplace conditions.

**PROCEDURE:**

**Emergency Management**

Emergency Management refers to the MLC’s plan to deal with sudden emergencies or catastrophes such as fire, flood, earthquake, explosion, workplace violence or any other catastrophic or emergency not listed.

**Emergency Management plan involves the following provisions:**

- Functional smoke alarms and sprinklers that are regularly inspected by the maintenance supervisor employed by the MLC landlord.
- Technicians (external or internal) available to repair leakages, damages, or blackouts as quickly as possible.
- Security staff trained for any type of emergency situation.
- Fire extinguishers that are easily accessible.
- An evacuation plan is posted on the walls in each area to safely exit the building.
- Fire and safety exits clearly designated and safe.
- Fully stocked first-aid kits at convenient locations.

Safety and Health procedures will be reviewed and revised to maintain the highest levels of protection to our employees. Policies will be updated accordingly to comply with occupational health and safety legislation and regulations.

**Preventative Action:**

- Notify management immediately of any potential safety risk should it be the employee's opinion it exists.
- Cooperate with management in maintaining a safe workplace.
  - Be aware of slippery or uneven surfaces; Should you see a spill, clean it up unless it would be harmful for you to do so; then notify management.
- Be aware of your surroundings and become familiar with the "Emergency Exit Plan" posted throughout the office.
- Establish clear and concise procedures for accident and/or incident reporting.
- Review present and past incidents to provide a safer environment.
- All employees must be aware of the Safety and Health policy and follow instructions given in a calm and orderly manner should a situation arise.
- It is the responsibility of employees to report any concern to Human Resources and complete an Accident and Incident Report for each safety and health concern that occurs or is observed by an employee. Failure to report may result in employee disciplinary action up to and including termination.
- All work-related injuries must be reported to the Human Resources department as soon as possible.