

Health & Safety

Alabama

As an employee in the cannabis industry, our commitment to **compliance and excellence** is of the utmost importance. Whether you are a cultivator, processor, packager, or if you work in a dispensary, we always want to ensure that we create and dispense **high-quality, safe products**.

Consider that everything you create will end up in the hands of a patient. Some may have a compromised immune system. It's imperative to only **produce and sell wholesome products**.

As an employee, you have likely been trained in some aspects of **food safety** protocols; wash your hands before work, before handling plants or inventory, and if they become contaminated, for at least 20-seconds with soap and warm water (at least 85°F). We also want to clean and sanitize our facilities regularly as well as work surfaces, receptacles, utensils, and equipment between batches. And, of course, don't work if you are sick.

Per OSHA and the AMCC, licensed businesses must provide **Emergency Procedures/Disaster Plans** and training to employees, outlining potential risks and communicating protocols to reduce harm. This may include, but is not limited to medical incidents, severe weather events, fires, floods, etc. Employees should make sure they know what to do in an emergency and after as well. Licensees are required to secure all cannabis and medical cannabis, and make reasonable efforts to provide medical cannabis to those in need in the event of an emergency.

OSHA (Occupational Safety and Health Administration): under the OSH Act, employers are responsible for providing a [safe and healthy workplace free from recognized hazards](#) likely to cause death or serious physical harm. Be attentive to **chemical safety**, **OSHA** and other safety-focused essentials. If working with **chemicals** in your establishment, store them in a designated area away from plants and inventory, never mix them, have them properly labeled and ensure there are corresponding current **Safety Data Sheets (SDS)**.

If you see anything in your facility that is a safety concern, bring it up with your supervisor or compliance director immediately.

This document is a summary of **Health & Safety essentials** for us to **ensure only safe, quality products** are distributed within our industry and **employees are safe within the workplace**.

Employee Wellness

If you don't feel well and are wondering if you should work, call your manager. We encourage following FDA & CDC guidance such as:

- Sore throat and fever? Stay home.
- Vomiting or diarrhea? Be symptom free for at least 24 hours before working.
- Experiencing a contagious ailment? Stay home.

Clean & Safe

Be cognizant of creating and maintaining a **safe and clean work environment**.

- Wash hands frequently, especially before handling plants or inventory (for at least 20 seconds with hot water, soap, and use single-use drying devices such as paper towels)
- Work safely with chemicals (get your PPE; gloves, safety glasses when needed, don't mix with other chemicals, follow the labels, ventilate when needed, have Safety Data Sheets (SDS) available)
- Prevent slips and falls (keep walkways clear, clean up liquid spills quickly, remove ice outside during winter)
- Lifting something heavy? Get a teammate or ask for support.

Best Practices (not legal requirements) to **Promote Workplace Health and Safety**

- Limit the number of employees who are together in the workplace at any given time

Health & Safety

Alabama

- Consider staggering shifts or designating groups of employees to consistently work on the same days and times as each other
- Develop Workplace Safety Plans to identify and address risks
- Provide workplace safety training on Illness Prevention
 - What are the common symptoms for the flu and other contagious diseases?
 - How can employees self-assess symptoms?
 - Conduct temperature and/or symptom screenings for employees when necessary
 - Stay home when sick and follow guidance if exposed
 - Explain paid leave policies and benefits to employees
 - Make face coverings and other protective equipment available at no charge to employees

Thinking ahead and being prepared for the “what ifs” is a great idea and can be lifesaving for you, your team, patients or visitors. It’s important that we ensure the safety of all individuals within and around our facility.

Emergencies can happen at any time and may include:

- 1) Medical Emergencies
- 2) Fires
- 3) Chemical Spills
- 4) Threatening Events (Armed Robbery or Invasion, Burglary, and other Criminal Incidents)
- 5) Natural Disasters/Severe Weather

Emergency Response Plans and Training

- Be prepared, stay calm, and know how to handle emergencies in the moments and after
- Know how to safely evacuate if necessary
- Identify designated safe shelter locations
- Review Emergency Plan Maps posted throughout the building
- Practice emergency-evacuation drills
- Identify a designated meeting place outside your building for evacuations. Each employee must check in with a manager. A staff list should be cross-referenced to ensure each teammate is accounted for
- Document incidents right away while details are fresh

Medical Emergencies:

Medical emergencies can include a bad injury or a sudden serious illness, severe pain and active labor. It’s an emergency **if waiting for care could be dangerous to the person’s life or a part of their body**. First aid should be available within 3 to 4 minutes of an emergency.

7 Most Common Medical Emergencies

- | | |
|---------------------------------|-----------------|
| 1. Bleeding | 5. Severe pain |
| 2. Breathing difficulties | 6. Heart attack |
| 3. Someone collapses | 7. Stroke |
| 4. Fit and/or epileptic seizure | |

All employee or guest injuries and illnesses should be reported to management right away. If an employee sees or senses that someone is in distress, they should:

- Attend to the person and send someone to get a manager
- Assess the situation, call 911 if necessary
- A manager will determine whether or not first aid should be administered, use the first aid kit if necessary, being sure to address the most life-threatening issue(s) first

If and when first responders arrive, clear the area and managers should assist if requested.

Health & Safety

Alabama

Fires:

- The closest/first individual to become aware determines the location and scope of the fire
- Immediately close the room doors to contain the fire
- Manually activate the fire alarm if safe to do so
- Communicate with management that the alarm is valid and the threat is real
- Call 911 if the threat is severe or individuals have been injured
- Make a quick decision to extinguish the fire or evacuate
- Immediately evacuate if a fire or smoke alarm has been triggered

Chemical Spills:

- The closest/first individual must first determine the location and scope of the spill
- Immediately leave the room
- Avoid the inhalation of vapors as much as possible
- Turn off all ignition sources if safe to do so
- Close the door behind you
- Contact a manager or trigger an alarm so an evacuation order can be issued
- Call 911 if the spill is serious or if individuals have been injured

If the spill can be safely controlled, contained, and cleaned up by staff:

- Review & follow instructions in Safety Data Sheets (SDS), determine types of required PPE

Methods to control a chemical spill might include:

- Tightening a valve or nozzle
- Applying a patch to a container
- Placing the leaking container in a salvage drum or cylinder

Once the spill is controlled, the next step is containment:

- Applying absorbent pads or drying agents
- Placing those items in a safe container for removal, such as a plastic bag, sealed bucket, or drum, depending on the chemical
- Pay attention to drains, ensure chemicals cannot travel outside the spill area

Threatening Events: Armed Robbery, Invasion, Burglary, Criminal Incidents

Armed Robbery or Invasion: perpetrator(s) enter the facility while employees or patients are present and have a weapon or threaten violence in order to illegally obtain cannabis, cash, or other valuable items.

Burglary: perpetrator(s) enter while no agents are present to burgle and thief.

Other Criminal Incidents: may include worker-on-worker violence, violence perpetrated by an outside person against a worker, an active shooter in the neighborhood, and other criminal acts.

Various measures can be taken to help prevent a threatening event. This may include:

- Keeping all doors secure when not in use
- Performing regular and random cash drops and deposits
- Securing all inventory and cash when not in use and especially overnight
- Maintaining critical information on a need-to-know basis, such as inhibiting conversations regarding cash and inventory levels and security protocols outside of work

Health & Safety

Alabama

Despite prevention efforts, threatening events may still happen. Be aware and proactive to recognize potentially dangerous situations. Be attentive to verbal and non-verbal signs of potential violence and pay attention to your “gut instinct.” Your intuition can be a great support to you. This “gut feeling” may show up in our body as increased heart rate, perspiration, nausea, feeling indecisive or hair rising on the back of your neck.

Armed Robbery or Invasion

- Stay calm, don't panic, don't be a hero
- Migrate to a safe shelter or evacuate if you can do so without perpetrators noticing
- Trigger your nearest panic button if safe to do so
- Cooperate with perpetrators, but don't offer more than what they're asking for
- Don't make sudden movements, tell the robber in advance before you move
- Avoid eye contact
- Make a mental note of the perpetrator's appearance
- Notice what the perpetrator *does* so you can include in your report
- After the robbery, secure the area or immediately go to a safe location and report the crime

Burglary

- Immediately contact management and law enforcement
- Avoid going inside in case the burglar is still present
- Block off the area, don't touch anything
- Ask any witnesses to stand by
- Assist law enforcement as needed
- Perform inventory of cash, cannabis and other valuable items

Violence Against Agents

- Stay calm and keep yourself safe
- Immediately contact management
- Contact law enforcement if the threat is ongoing and it is safe to do so
- Gather witnesses and document the incident

Active Shooter in the Neighborhood

- Immediately notify management
- Secure all exterior doors
- Notify all individuals inside the building that they are to shelter-in-place
- Keep away from windows and other exterior openings
- Stay informed and follow all law enforcement directives to stay safe

Situational Awareness:

Situational awareness at all times is one of the best ways to prevent threatening events. Employees should maintain constant vigilance, keeping an eye on who is around the facility and attempting to enter. If individuals are acting suspicious or appear to have weapons, either visible or concealed, employees should immediately notify security or management. Disallowing entry by such individuals is a primary way to deter criminal activity.

Severe Weather Events and Natural Disasters:

Natural disasters include all types of severe weather. They can include winter storms, floods, tornadoes, excessive heat, damaging winds, hail, lightning, hurricanes, earthquakes, wildfires, or a combination of more than one concurrently.

Health & Safety

Alabama

During a **severe weather event or natural disaster**:

- Use common sense
- Stay calm and keep agents, purchasers, and visitors safe & calm

With the exception of wildfires, individuals can take cover within the facility as long as flooding does not occur.

In the event of a **tornado or earthquake**:

- Individuals should follow shelter-in-place protocols
- Shelter in a small interior ground floor room such as a bathroom, closet or hallway, or under a heavy table or desk
- Direct purchasers and visitors on where to shelter

If **flooding, wildfires, or other severe weather events or natural disasters** are imminent or occurring:

- Evacuate the facility
- Follow local emergency response directives

If possible, prior to exiting the building, ensure product, cash and the facility is secure.

538-X-4-.07 Duty To Meet And Maintain Standards, Policies, Procedures and Operations Per Application.

A licensee has an ongoing duty to meet and maintain the standards, policies, procedures, and operations as it affirmed to the Commission at the time of licensing, as such standards, policies, procedures, and operations may have been amended by the licensee from time to time in accordance with Rules 538-X-4-.08 and 538-X-4-.19. Specifically, at the time of the licensee's pre commencement inspection and at each inspection thereafter, a licensee must meet and/or maintain the following, in the manner previously provided at the time of licensing, as updated (i.e., current to within 30 days, unless otherwise required):

(12) The following documents, labeled, and in the following order:

(o) The licensee's verified Standard Operating Plan and Procedures. The licensees must demonstrate and maintain standard operating procedures regarding the following subjects in such a way that they can be readily accessed from the physical site of operations upon the request of inspectors, the Commission, or Commission staff, including, at a minimum, the following:

6. An Emergency Procedures/Disaster Plan. Licensees must maintain at all times, and review at least annually, a clear written Emergency Procedures and Disaster Plan, detailing the steps the licensee will take to ensure the safety of employees and others on the premises, the preservation of cannabis or medical cannabis, and the reasonable efforts to maintain access to medical cannabis by those who depend on it, in the event of any reasonably foreseeable emergency, or natural disaster that may affect the licensee, its facilities, personnel, products or customers.

8. An Employee Safety Plan. Licensees must maintain at all times and review at least annually, an employee safety plan that must comply with parallel OSHA standards applicable to similar types of businesses, to the extent such standards can be extrapolated to fit the licensee's workplace.