

Cedaron Medical, Inc.

WORKPLACE VIOLENCE
PREVENTION PLAN

INTRODUCTION

Cedaron Medical, Inc. has adopted this document to establish, implement, and maintain an effective Workplace Violence Prevention Plan that will always be WVPP in effect. This written plan is specific to the hazards and corrective measures and will always be available to employees. This plan is written and designed to correlate with the requirements set forth under labor code 6401.9.

DEFINITIONS

Workplace violence is any act or threat of violence, harassment, intimidation, or other threatening, disruptive behavior that can occur on the job. It does not include lawful acts of self-defense or the defense of others.

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

Examples of Violence Among Coworkers

According to the U.S. Department of Labor, there are many forms of workplace violence. Unfortunately, the one that receives the most attention is workplace homicide. However, there are far more incidents of violence that DO NOT involve casualties but still evoke trauma.

The most frequently encountered situations among coworkers are:

- Concealing or using a weapon.
- Physical assault upon oneself or another person.
- Actions that damage, destroy, or sabotage property.
- Intimidating or frightening others.
- Harassing, stalking, or showing undue focus on another person.
- Physically aggressive acts, such as shaking one's fists at another person, kicking, pounding on desks, punching a wall, angered movements, or screaming at others.
- Verbal abuse including offensive and profane or vulgar language.
- Threats (direct or indirect), whether made in-person or through letters, phone calls, emails, etc.

Types of Workplace Violence

A combination of one or more types of workplace violence may exist in the Company's workplace:

- **Type 1** violence is committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- **Type 2** violence is directed at employees or visitors.
- **Type 3** violence is done by an existing or former employee, supervisor, or manager.
- **Type 4** violence is committed in the workplace by a person who doesn't work there but has or is known to have had a personal relationship with an employee.

Plan Review

The Company will review this plan at least annually. Plan updates will include actively involving employees and authorized employee representatives. The plan will also be updated when a deficiency is observed or becomes apparent and after a workplace violence incident. Changes in federal, state, or local regulations that may reasonably affect workplace violence prevention will also prompt plan updates.

RESPONSIBILITY

Cedaron Medical has designated the Safety Management Team in Davis for the administration of this program. This includes Karen Bond, Malcolm Bond, Molly Alderete, Lawrence Chan, Michael Polyakov, Sean Rivera and Laura Bennett. The Management team may delegate duties and responsibilities to other Cedaron personnel to ensure the plan's effectiveness. Evacuation Team's responsibilities include:

- Creating and implementing effective procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan, including, but not limited to, through their participation in identifying, evaluating, and correcting workplace violence hazards, in designing and implementing training, and in reporting and investigating workplace violence incidents.
- Creating and implementing effective methods to coordinate implementation of the plan to ensure that employees understand their respective roles, as provided in the plan. These methods will ensure that all employees are provided with the training required by this program and that workplace violence incidents involving any employee are reported, investigated, and recorded.
- Creating and implementing effective procedures to accept and respond to reports of workplace

violence, and that prohibit retaliation against an employee who makes such a report.

- Creating and implementing effective procedures to ensure that supervisory and nonsupervisory employees comply with the plan in a manner consistent with Cedaron Medical's Injury and Illness Prevention Program.
- Creating and implementing effective procedures to communicate with employees regarding workplace violence matters, including, but not limited to, both of the following:
 - Effective means to alert employees of the presence, location, and nature of workplace violence emergencies.
 - Evacuation or sheltering plans that are appropriate and feasible for the worksite.
 - How to obtain help from staff assigned to respond to workplace violence emergencies, if any, security personnel, if any, and law enforcement.
- Developing procedures and providing training as required by this program.
- Creating and implementing procedures to identify and evaluate workplace violence hazards, including but not limited to scheduled periodic inspections to identify unsafe conditions and work practices and employee reports and concerns.
- Creating and implementing procedures to correct workplace violence hazards identified and evaluated in scheduled periodic inspections in a timely manner consistent with Cedaron Medical's Injury and Illness Prevention Program.
- Creating and implementing procedures for post incident response and investigation.
- Creating and implementing procedures to annually review the effectiveness of the plan and revising the plan as needed.

EMPLOYEE ACTIVE INVOLVEMENT

Cedaron Medical, Inc. ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- The Safety Management Team will work with and allow employees to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

The Safety Management will have safety meetings with employees to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
 - Designing and implementing and Providing details on what those policies and procedures are.
 - Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.
 - Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan shall be always in effect and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace:

- Training employees, supervisors, and managers in the provisions of Cedaron Medical, Inc. Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by including it in their annual performance review.
- Discipline employees for failure to comply with the WVPP.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
 - Ensure that supervisors and employees can communicate effectively and in the employees' first language.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action.
 - Employees can anonymously report a violent incident, threat, or other violence concerns.
 - Provide contact information for who to call for emergency responsible.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Cedaron will implement the following effective procedures to ensure that:

- Employees will be encouraged to report all threats or acts of workplace violence, including Type 3, to their immediate supervisor, management, or law enforcement, as applicable; written reports may be documented on the Report Form in Appendix 1. All reports will be accepted and responded to accordingly. Employees will be assured of protection against retaliation for incidents.
- A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. **An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.**

EMERGENCY RESPONSE PROCEDURES

Cedaron has in place specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies. Panic button on the alarm panel either in the lobby or hallway will be pressed to sound the alarm. Safety drills will happen yearly.
- Designated Floor Wardens are Oleg Bicov, Sean Rivera, Muneesh Wadhera, Molly Alderete, Laura Bennett and Lawrence Chan. Laura Bennett and Lawrence Chan are certified in CPR. Laura's cell phone is 310-945-7648 and Lawrence Chan is 916-704-8280.
- Additionally, the Evacuation Team plus Floor Wardens is also the Evacuation Team.
- Local Police can be reached at:
(530) 747-5400
2600 5th St, Davis, CA 95618 · 1.5 mi
This information is also posted on the emergency kit and on the employee poster in the Cedaron kitchen.
- If there is immediate danger, call for emergency assistance by dialing (9) 9-1-1, and then notify all Davis Staff.
- Here is a detailed evacuation route with Emergency Exits listed:

All Employees meet at **Parking Lot Adjacent to 1644 Da Vinci Court:**

- **Pros:** Immediate access, clear visibility, easy headcounts.

Evacuation Plan for Engineers on the Upper Floors

In the event of an emergency, engineers located on the upper floors have the following evacuation options based on the nature and location of the danger:

1. Rooftop Stairs:

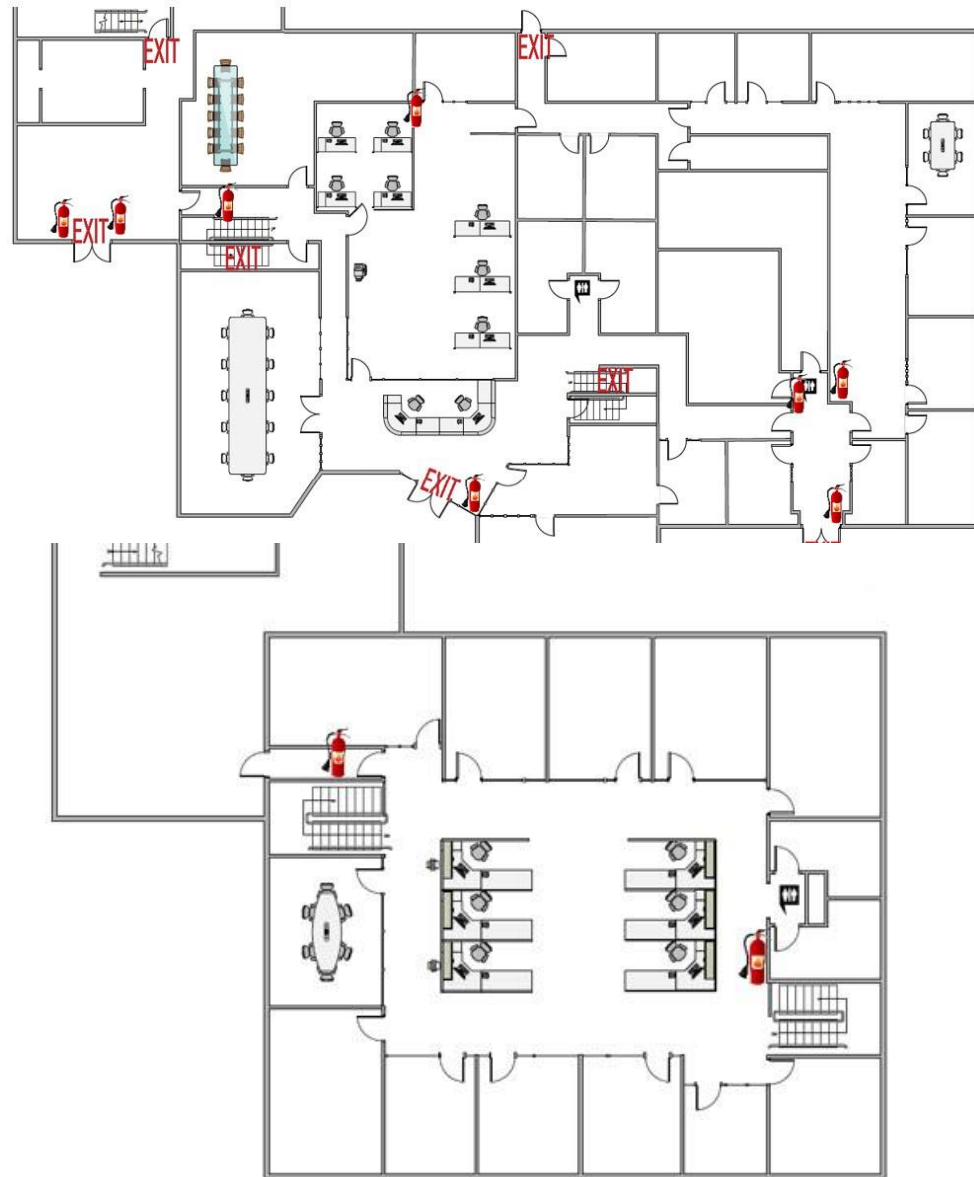
- If the emergency allows and it is safe to do so, engineers may utilize the rooftop stairs. The roof provides a high visibility point and the stairs lead directly to the outside of the building.

2. Lobby Stairs:

- Engineers may also choose to evacuate using either set of stairs that lead down to the lobby, provided these routes are safe and clear of hazards.

Please evaluate the situation to determine the safest route, considering the type and location of the emergency. Safety is the top priority.

Cedaron Emergency Exits and Fire Extinguishers Downstairs



Upstairs

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Cedarone to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
- Review all submitted/reported concerns of potential hazards.
Examples:
 - Weekly review of all submitted and reported concerns.
 - Online form for reporting workplace violence hazards
 - Voicemail/email/text messages

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Cedarone will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees that need to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.
- Corrective measures may include, as applicable, but will not be limited to:
 - a. Ensuring that enough staff are trained and available to prevent and immediately respond to workplace violence incidents during each shift.
 - b. Providing line of sight or other immediate communication in all areas where employees or members of the public may be present.
 1. This may include removal of sight barriers, provision of surveillance systems or other sight aids such as mirrors, use of a buddy system, improving illumination, or other effective means.
 2. Where privacy or physical layout prevents line of sight, alarm systems or other effective means may be provided for an employee who needs to enter the area.
 - c. Configuring spaces, including, but not limited to, interview rooms, and common rooms, so that employee access to doors and alarm systems cannot be impeded by other persons, or obstacles.
 - d. Removing, fastening, or controlling furnishings and other objects that may be used as improvised weapons in areas where individuals who have been identified as having a potential for workplace Type 2 violence are reasonably anticipated to be present.
 - e. Creating a security plan to prevent the transport of unauthorized firearms and

other weapons into the office that could be used to commit Type 1 or Type 2

- violence.
- f. Installing, implementing, and maintaining the use of an alarm system or other effective means by which employees can summon security and intercom or other aid to defuse or respond to an actual or potential workplace violence emergency.
 - g. Creating an effective means by which employees can be alerted to the presence, location, and nature of a security threat.
 - h. Establishing an effective response plan for actual or potential workplace violence inspection that includes obtaining help from facility security or law enforcement agencies as appropriate.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: (See Appendix 6 Violent Incident Log)
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, isolated or alone, or unable to get help or assistance.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the

following:

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
 - Reviewing all previous incidents.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Cedaron will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- Cedaron's WVPP, how to obtain a copy of the Cedaron's plan at no cost, and how to participate in development and implementation of the plan.

- How to report workplace violence incidents or concerns to the Cedaron or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures Cedaron has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities Cedaron has for interactive questions and answers with a person knowledgeable about the Cedaron plan.

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Cedaron ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times.

RECORDKEEPING

Cedaron will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of people conducting the training.
 - Names and job titles of all people attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.

- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The Cedaron WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Cedaron's WVPP will include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, and emergency response.
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), Cedaron will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

I, Karen Bond, President & CEO hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

Karen Bond

Date:

APPENDIX 1 – EMPLOYEE REPORT OF UNSAFE CONDITION OR HAZARD

Cedaron is committed to maintaining a safe work environment and a safe work environment is one which is free from accidents, injuries, and work-related illnesses. Employees may use this form to report safety issues and issues/complaints will be investigated to determine what action needs to be taken. This form can be submitted anonymously. Employees have the right to report safety issues without fear of reprisal.

Department:	Data: ___ / ___ / ___
Name (Optional):	Job Title (Optional):

Location of condition believed to be unsafe hazard:
Date and time the condition or hazard was observed:
Description of unsafe condition or hazard:
Employee recommended corrective hazard:

Has this matter been reported to your supervisor? Yes No

Employee Signature (Optional): _____

APPENDIX 2 - VIOLENT INCIDENT LOG

Year 20 _____

Establishment name: Cedaron Medical, Inc.

Identify the incident			Classify the case										Post incident						
Date:	Time:	Specific location/ department:	Who committed the violence?							Circumstances at time of incident:	Where did the incident occur?	Type of incident:						Consequences	
<i>Date of the incident (month/day.)</i>	<i>Time of the incident.</i>	<i>Specific location and department of where the incident occurred.</i>	Employee	Family/friend	Stranger w/ intent	Co-worker	Supervisor/ manager	Partner/ spouse	Parent/ relative	Other perpetrator	<i>E.g.: Employee was completing usual job duties, rushed, working isolated or alone, unable to get help or assistance, working in a community setting, working in an unfamiliar or new location, or other circumstances;</i>	<i>E.g.: In a hallway, restroom or bathroom, parking lot or other area outside the building, personal residence, break room, or other area.</i>	Physical attack (biting, choking, kicking, etc.)	Attack with weapon or object (knife, gun)	Threat of force or of weapon or other	Sexual assault or threat/harassment	Animal attack	Other	<i>E.g.: Medical treatment provided? Who aided? Was security/ law enforcement contacted? Amount of lost time, if any. Actions taken to prevent continuing threat, if any.</i>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Completed by: _____ Job title: _____ Phone number: _____ Email address: _____ Date completed: _____