



EMPLOYEE SAFETY POLICY

SAFETY TRAINING REQUIREMENTS

OSHA mandates specific training which requires written documentation in order to remain compliant with OSHA regulations. The list below is not an exhaustive list, but the most common. Staffworks is not on-site to provide this specific training, but as your employer it is imperative that we be provided with written verification that you received training when your jobs duties require the following:

- Personal Protective Equipment (PPE training documentation)
- Forklift Training documentation (must be trained on the specific forklift you will operate)
- Lockout/Tagout
- Powered Industrial Trucks
- Permit-required confined spaces
- Respiratory protection
- Hazardous Waste Operations

As an employee of Staffworks, you are expected to receive OSHA compliant training for these jobs. If you have not received this training and are asked to perform these jobs, Staffworks must be notified IMMEDIATELY. If you are not asked to sign off on training documents after receiving this training, Staffworks must be notified immediately.

STAFFWORKS SAFETY POLICY STATEMENT

It is the policy of Staffworks to ensure that we send our employees to a worksite that makes safety our #1 core value, which means safety is built into everything we do. The health and safety of our employees takes priority over all.

Safe behavior must be the primary goal starting from upper management, those in a supervisory role and all employees at the workplace. We each take a personal responsibility for our own safety and the safety of those around us.

Management is accountable for providing an environment safe to prevent workplace injuries. Those supervising employees will enforce safety rules and ensure proper training has been received by all. Every employee on the floor must report any workplace hazards and unsafe work practices. If you see something, you say something.

Workplace safety is a continuous effort, and we expect everyone to adhere by all safety rules and regulations.

THINK SAFE*WORK SAFE***STAY SAFE**

YOUR WORK SITE REPONSIBILITIES

Staffworks will provide you with a thorough verbal description of your duties and requirements when offering an assignment. You must notify Staffworks immediately if these duties/requirements differ from those described at the time of hire. In addition, safety training must be conducted for any light industrial position.

- Employees are not expected to perform a job until he/she has received the proper training. If any job requires the use of a motorized vehicle, or machine operation, an OSHA compliant training must be done beforehand, or you should NOT perform this job.
- Employees should not perform a job task that appears to be unsafe for any reason.
- Employees are expected to report to Staffworks **all unsafe conditions** at your work site.
- Machine safeguards (machine guards) must never be removed and must be in place at all times. Machinery shut down for repair or maintenance must be **locked out or tagged out** in accordance with OSHA requirements.

YOUR SAFETY PARTICIPATION AND RESPONSIBILITY

It is **your** responsibility to know and follow all of Staffworks' safety rules and procedures, as well as all the customer's job site safety rules and procedures. Each employee has specific responsibilities to ensure his/her safety on the job site. These include:

- Knowing your job responsibilities and following job-site safety rules and safe work practices.
- Recognizing hazards that may be present on the job and taking precautions to ensure the safety of yourself and others.
- Informing the client and Staffworks of safety hazards and offering recommendations to improve them.
- Actively participating in the overall safety program of the customer.
- Using all personal protective equipment provided by the customer.
- In the event of an injury, reporting it immediately to the worksite supervisor and then to your Staffworks Staffing Coordinator/Client Manager.
- Being alert to see that all machine guards and other protective devices are in place and properly adjusted. Report deficiencies promptly to the job-site supervisor or to Staffworks.

EMPLOYEE PROHIBITED WORK LIST

Staffworks employees have the right to work in a safe and healthful workplace. We will not knowingly ask you to perform work at a work site or be exposed to an environment that is unsafe. After reporting to work, should your assignment unexpectedly change to include ANY of the work listed below, it is essential that you inform your Staffworks Staffing Coordinator/Client Manager immediately for further instructions. Do not perform any of the following tasks without instructions from your Staffworks Staffing Coordinator/Client Manager.

- Work in excess of one story in height (inside or outside) on a roof of where the use of ladders or scaffolding is required.
- Any work activity that takes place three feet or more below ground level, such as excavating or trenching.

- Working in any facility that involves direct exposure to molten metals.
- Any driving of your personal vehicle or our client's vehicles to perform your job duties.
- Work where there is exposure to X-rays or radioactive isotopes.
- Work on ships, barges, dry docks or in shipyards and other marine facilities.
- Work requiring direct contact with or exposure to asbestos fibers.

IMPORTANT!

The list below are duties you should never be asked to do as part of your job. This is not all-inclusive. If your job duties involve direct exposure to other obvious safety hazards, immediately contact your Staffworks Staffing Coordinator.

- Work where there is direct exposure to hazardous chemicals.
- Work inside any confined space such as pits, silos, vats, tanks, tunnels, or sewers.
- Any assignment involving patient contact, and/or direct exposure to blood, blood products or other body fluids.
- Moving or demolition of buildings.
- Work at waste disposal sites that require handling of any hazardous materials.
- Work inside grain elevators or other facilities with high dust concentration.
- Operating a chainsaw.
- Mounting tires on wheels.
- Work involving the manufacturing or handling of fireworks or explosives of any kind.
- Erection of steel structures or scaffolding.
- Work that requires direct contact with acids.
- Work in quarries.
- Working with live animals.
- Operation or the setting up of rides or equipment and carnivals, amusement/theme parks or circuses.

I certify that I have read and become familiar and agree to abide by the terms of the Safety Training Requirements. I understand that I will be expected to receive safety training at the client site, which may include mandated OSHA certified training. I will notify Staffworks immediately if that training is not given to me. I also agree to notify Staffworks if my job duties ever change from my initial job description, or if I am asked to perform any job duties that involve a potential safety hazard.

Employee Name: _____

Employee Signature: _____

Date: _____