



Ses Riskco, Inc. dba Southeast Staffing

EMPLOYEE SAFETY MANUAL

A GUIDE TO SAFETY POLICIES AND PROCEDURES TO SUPPORT A SAFETY-
CONSCIOUS WORK ENVIRONMENT



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**Section I.
SAFETY POLICY**

Southeast Staffing is committed to providing employees with a safe and healthful workplace. Southeast Staffing recognizes that our people drive the business as our most critical resource. Employees will be safeguarded through providing proper safety equipment and training. Client company worksites are visited frequently by Southeast Staffing management to assess that our employees are in safe and healthy environments.

It is the policy of this organization that employees report any unsafe conditions or safety hazards encountered on the job and do not perform work tasks if the work is deemed unsafe, without facing retaliation, penalty, or other disincentive.

Employees are required to report all accidents (no matter how slight) to the supervisor on site and shall also subsequently contact Southeast Staffing. Employee recommendations to improve safety and health conditions will be given thorough consideration by ourselves and client company. Management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may result in termination of employment.

The primary contact for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name: Alexis Sadofsky

Title: Safety Coordinator

Telephone: 321-727-3261

Client companies will be actively involved with employees on site in establishing and maintaining an effective safety program on site in coordination with our Safety Policy. Southeast Staffing will participate with you and client companies to promote ongoing safety and health program activities, which include:

- Promoting safety meeting participation
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express Southeast Staffing's commitment to and involvement in providing each employee a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides for our livelihoods.

Peri Campbell
Signature of CEO/President

7/4/2023
Date



Section II. SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety program manual for review and future reference as a personal copy of the safety rules, policies, and procedures pertaining to his/her job. This policy is available in its entirety on our website; www.southeaststaffing.com but can also be requested in printed form at any time. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific

Employees will be required to attend an orientation that has been specifically developed for the client company the employee has been assigned to. Each orientation details the client's expectations, dress code, and specific safety rules unique to that facility. The orientation may be conducted by a Southeast Staffing management member or member of management from the client company.

All employees will be instructed by their Southeast Staffing supervisor/recruiter that compliance with the safety rules described in the safety program manual is required for employment.

Job Specific Training

- Client Supervisors will initially train employees on how to perform assigned job tasks safely.
- Client Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Client Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on equipment prior to use.
- Client Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.
- No employee is ever required to perform work that he/she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others. If unable to come to a solution with the Client Supervisor on site, the employee must contact any Southeast Staffing Internal Staff Member.

Periodic Retraining of Employees

- All employees will be retrained periodically on safety rules, policies, and procedures when changes are made to the workplace safety manual.
- Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.



- All training should be documented by client company or the Southeast Staffing representative providing the training. Southeast Staffing will retain a copy for the employee's personnel file.
- Each employee is required to report any conditions in which they feel a fellow worker has not been trained properly or if the fellow worker has not retained the training provided. Regardless of who the worker is employed by. The fellow worker could be another Southeast Staffing employee or employed permanently by the client company. A worker that is lacking in skills to work safely is a danger to everyone.



**Section III.
SAFETY MEETINGS**

Client companies will conduct safety meetings with employees minimally monthly, this may become more frequent if changes in the worksite, work processes or accident history require additional meetings. Southeast Staffing will be provided documentation regarding the safety topics and discussions. Southeast Staffing may also provide recommendations for additional topics to address that affect all workers onsite. Southeast Staffing will conduct safety meetings with employees when the topic is specific to only Southeast Staffing employees.

In addition to the safety topic, supervisors may discuss other items such as recent accidents and injuries, results of safety inspections, and revisions of safety policies and procedures.

The goal of the safety meetings is to allow supervisors to discuss a safety topic such as an unsafe act or condition for the benefit of identifying and eliminating hazards before an accident occurs.

Following the safety meeting, supervisors will observe employees performing job tasks associated with the safety topic item discussed in order to see whether or not they are following the safe job procedures. If found to be following correct procedures, they will be encouraged to continue doing so. Those found not following the procedure will receive correcting feedback.

When meetings are held periodically, there is always the danger they will become dull and routine. We will continuously review and improve our meeting plans to prevent this from happening. Southeast Staffing will work with Client Supervisors to follow the below plan of action to ensure successful safety meetings are conducted:

- A. Prepare for the Meeting
 - Southeast Staffing management will conduct frequent inspections of the various areas and work practices and note any unsafe acts being performed or unsafe conditions that need to be corrected.
 - Southeast Staffing management will suggest any unsafe acts or conditions to be used as a Safety Meeting Topic for the benefit of all.
- B. Conduct the Meeting
 - Client Supervisors will discuss only one topic per meeting.
 - Allow employees to discuss why the situation occurs.
 - Reach an agreement with employees on how to eliminate or control the situation.
- C. Keep a Record of the Meeting
 - Copies of the safety report forms will be sent to Southeast Staffing. The client supervisor should keep the originals in his/her area.



Sample Safety Talk

Ladder Tips

Do you know there's a killer on this job that you probably meet face-to-face every day? I'm talking about the common, ordinary ladder. Ladders are involved in many accidents, some of which are fatal. Your life literally can depend on knowing how to inspect, use, and care for this tool. Let's spend a few minutes talking about ladders.

Inspecting Ladders

Before using any ladder, inspect it. Look for any of the following faults:

- Loose or missing rungs or cleats.
- Loose nails, bolts, or screws.
- Cracked broken, split, dented, or badly worn rungs, cleats, or side rails.
- Wood splinters.
- Corrosion of metal ladders or metal parts.

If you find any ladder in poor condition, don't use it. Report it. It should be tagged and properly repaired or immediately destroyed.

Using Ladders

Choose the right type and size ladder. Except where stairways, ramps, or runways are provided, use a ladder to go from one level to another. Keep these tips in mind:

1. Be sure straight ladders are long enough so that the side rails extend above the top support point by 36" at least.
2. Don't set up ladders in areas such as doorways or walkways where others may run them into, unless they are protected by barriers. Keep the area around the top and base of the ladder clear. Don't run hoses, extension cords, or ropes on a ladder and create an obstruction.
3. Don't try to increase the height of a ladder by standing it on boxes, barrels, or other materials. Don't try to splice two ladders together either.
4. Set the ladder on solid footing against a solid support. Don't try to use a stepladder as a straight ladder.
5. Place the base of straight ladders out away from the wall or edge of the upper level about one foot for every four feet of vertical height. Don't use ladders as a platform, runway, or scaffold.
6. Tie in, block, or otherwise secure the top of straight ladders to prevent them from being displaced.
7. To avoid slipping on a ladder, check your shoes for oil, grease, or mud and wipe it off before climbing.
8. Always face the ladder and hold on with both hands when climbing up or down. Don't try to carry tools or materials with you.



9. Don't lean out to the side when you're on a ladder. If something is out of reach, get down and move the ladder over.

10. Most ladders are designed to hold only one person at a time. Two may cause the ladder to fail or throw it off balance.

Care of Ladders

Take good care of ladders and they'll take care of you. Store them in well-ventilated areas, away from dampness.

Remember

These tips on ladders may save you from a ladder that tips.



**Section IV.
SAFETY COMMITTEE**

Safety Committee Organization

A safety committee has been established as a management tool to recommend improvements to our workplace safety program and to identify measures needed to eliminate or control recognized safety and health hazards.

Responsibilities:

The safety committee will be responsible for:

- Assisting client supervisors/management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.
- Assisting client supervisors/management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection finding, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complains and suggestions from employees.
- Assisting client supervisors/management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.
- Assisting client supervisors/management in evaluating employee accident and illness prevention programs and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.
- Participating in safety training and for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective and that it is documented.

Client supervisors/management will provide written responses to safety committee written recommendations.

Meetings

Safety committee meetings are held quarterly and more often if needed.

Management will post the minutes of each meeting will be available in the Southeast Staffing office as well as distributed with the employees next pay stub email.

All safety committee records will be maintained for not less than three calendar years.



Section V.
PREVENTIVE MAINTENANCE

Truly effective preventive maintenance programs are well planned, have specific standards, assign responsibility and follow-up to assure corrective actions are implemented. Southeast Staffing will ask to view the Client Company's Preventive Maintenance program to assure their compliance with key standards, validate the effectiveness of loss control measures and provide a basis for initiating corrective measures.

Southeast Staffing Management will view and inspect the Client Company's facility to determine what equipment and areas will be included in the planned maintenance program. A visual inspection of the facility will include the following areas to determine what items need regular planned inspection and maintenance. An inventory of items will be made by the Southeast Staffing Management member and kept for future visits. Items to consider are:

- | | |
|-------------------------------|----------------------------|
| • Environmental equipment | • Hazardous material |
| • Machinery | • Power sources |
| • Electrical equipment | • Tools |
| • Protective equipment | • Personal facilities |
| • Fire protection equipment | • Elevators, manlifts |
| • Material handling equipment | • Transportation equipment |
| • Warning devices | |

Southeast Staffing Management will verify with Client Company that they employ, or contract hire qualified individuals to examine and properly identify the parts of each inventoried item most likely to develop unsafe or unhealthy conditions because of stress, wear, impact, vibration, heat, misuse or other cause. Our focus is on safety guards and devices, controls, work, or wear components and electrical or mechanical parts. For a particular machine, the items to check could include point of operation, feed mechanism, lubrication system, adjustments, electrical grounding, flywheels, gears and shafts, controls, attachments, lighting, brakes, and exhaust systems.

Southeast Staffing Management will verify with Client Company that they employ, or contract hire qualified individuals to determine the conditions that need to be inspected and/or repaired for each part. The unsafe conditions for each part to be checked should be described specifically and clearly. Conditions could include words such as frayed, exposed, broken, leaking, corroded, vibrating, loose, or slipping. Some conditions might need measurements such as minimum face velocity of a ventilating hood.



Southeast Staffing will determine the appropriate frequency to check for each condition per the equipment manufacturer's recommendations. We can determine the frequency in part by answering the following four questions:

- A. Loss severity potential
- B. Potential loss frequency
- C. Rate of deterioration or damage.
- D. History of failures.

Properly maintained records provided by Client Company on their equipment will answer these questions. Should Client Company not be able to provide well maintained documentation for any equipment within their facility Southeast Staffing will not be able to provide temporary workers for that facility.

State and or federal regulations may require specific inspection frequencies. We will consult the appropriate regulation, where applicable, when determining inspection frequencies. Client Company will provide Southeast Staffing copies of the mandated inspections upon request.

Client companies will assign responsibility for making each check. The checks may be conducted by operators, maintenance, shift leader or foreman depending on qualifications. Some inspections such as sprinkler alarm tests, or hygiene sampling might be accomplished by outside inspectors. Client company will provide Southeast Staffing of their preventive maintenance worksheets upon request.

Southeast Staffing will conduct periodic visits to Client Company's facilities for visual assessment as well as to view maintenance and repair records for, any and all equipment that Southeast Staffing employees may or may not be operating, exposed to, or in contact with.



Section VI. SAFETY INSPECTIONS

Inspections provide an opportunity to survey the workplace to detect potential hazards and correct them before an accident occurs. Southeast Staffing will conduct inspections to identify physical hazards at the worksite. These inspections will be in conjunction with preventive maintenance inspections and conducted at various times. Work practices of all employees will also be observed during the inspections. Client supervisors will observe employees on daily basis to determine if they are performing their jobs in accordance with safe job procedures.

Continuous Monitoring

Safety is the responsibility of each and every employee. Continuous, informal inspections should be conducted by all employees, Client Supervisors, Maintenance personnel, as well as Southeast Staffing Management, as part of their regular job responsibilities. The personnel most familiar with worksite operations and machinery are our most valuable source of information on workplace hazards. We depend on the assigned employee to inform of us of safety and/or health concerns.

Along with the Client Supervisor, you must continually monitor your work areas. Each of the following items should be checked multiple times throughout each day:

- Employees are following safe work procedures.
- Machinery and tools are in good condition.
- Machine guards are in position.
- Material is stored properly.
- Aisles, walkways, and exit passageways are clear and accessible.

Periodic/Scheduled Safety Inspections

Southeast Staffing will determine that Client Companies are conducting periodic/scheduled inspections. These inspections are formal, documented inspections that will be done on a regular basis at scheduled intervals. These inspections will be performed using prepared survey forms or checklists. Depending on the job tasks being performed and worksite conditions, they will be done weekly, monthly, quarterly, semi-annually, annually, or at other predetermined intervals. The Client Company will make these inspections available to Southeast Staffing upon request.



Note: This is a sample Safety Inspection Checklist. Southeast Staffing will ensure the Client Company has developed a similar checklist that addresses the potential hazards at their facility.

SAMPLE SAFETY INSPECTION CHECK LIST					
SUPERVISOR: _____			DATE: _____		
DEPARTMENT: _____					
	NO.	CHECK ITEM	YES	NO	ACTION
1. HOUSE	1	ARE DOORS IN GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KEEPING	2	ARE WINDOWS IN GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3	ARE FLOORS CLEAN AND FREE OF TRIPPING HAZARDS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4	ARE ALL LIGHTS WORKING PROPERLY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5	ARE FLOOR OPENINGS, DITCHES, MANHOLES COVERED PROPERLY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6	ARE LADDERS IN GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7	ARE YELLOW LINES ON FLOORS MARKED PROPERLY AND CLEAN?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8	ARE HEATING AND AIR CONDITIONING WORKING PROPERLY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9	ARE EXHAUST FANS, DUST COLLECTORS, WORKING PROPERLY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10	IS THE ROOF IN GOOD CONDITION (NO WATER LEAKAGE)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. MATERIAL	11	ARE ALL CHAINS, SLINGS AND WIRE ROPES IN GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING	12	ARE ALL HOOKS AND SHACKLES IN GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
& STORAGE	13	ARE ALL MATERIAL STORED SO AS NOT TO CREATE A FIRE HAZARD?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	14	ARE PRODUCTS, MATERIALS STACKED SAFELY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. MECHANICAL	15	ARE ALL MACHINES MAINTAINED IN CLEAN CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	16	ARE ALL SAFETY DEVICES (GUARD COVER) MAINTAINED PROPERLY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	17	IS COMPRESSED AIR FOR CLEANING 30 PSI MAX OR SAFETY NOZZLE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. ELECTRICAL	18	ARE ALL ELECTRIC EQUIPMENT MAINTAINED IN CLEAN CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	19	ARE ALL ELECTRICAL BOXES AND CABINETS COVERED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. FLAMMABLE	20	ARE CYLINDERS STORED PROPERLY AND SECURED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	21	ARE FLAMMABLE LIQUIDS STORED PROPERLY AND SECURED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. EXITS	22	IS EACH EMERGENCY EXIT MARKED PROPERLY AND ILLUMINATED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	23	IS EACH EMERGENCY EXIT UNOBSTRUCTED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	24	CHECK EACH EMERGENCY LIGHT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	25	EYE WASH STATIONS ... CHECK OPERATION & ENSURE CLEANLINESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REMARKS:					



**Section VII.
FIRST AID PROCEDUES**

Safety Coordinator: Alexis Sadofsky	321-727-3261
First Aid: Peri Campbell	321-727-3261 or 321-482-1417
Ambulance/Fire/Police/Poison Control	911
Medical Clinic	Med-Fast Clinic nearest you

Injury Reporting: All work-related injuries must be reported to your Client Supervisor immediately. A Southeast Staffing representative must be reported to immediately after notifying your Client Supervisor. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact Southeast Staffing to discuss your progress and provide any paperwork received.

Southeast Staffing provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured employee to heal under a doctor's care while he/she remains productive. Employees are required to return to work immediately upon release.

Please Note:

In all cases requiring emergency medical treatment, immediately call, or have a coworker call, to request medical assistance. Only designated and certified medical responders are to provide first aid to fellow employees.

Minor First Aid Treatment:

- Inform your Client Supervisor and Southeast Staffing.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment:

- Inform your Client Supervisor and Southeast Staffing.
- Proceed to the posted medical facility (Southeast Staffing will assist with transportation if necessary).
- Provide details for the completion of the accident investigation report.
- Southeast Staffing will report the injury to the insurance company within 24 hours.

Emergency Medical Treatment:

Call for help and seek assistance from a co-worker, have them notify your on-site supervisor and Southeast Staffing.

- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.
- Southeast Staffing will report the injury to the insurance company within 24 hours.

First Aid Training

Each employee will receive training and instructions from his/her Client Supervisor on our first aid procedures.



Blood Borne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call a Southeast Staffing Internal Staff member immediately for instructions.



Section VIII.
ACCIDENT INVESTIGATION AND RECORDKEEPING

Please Note:

All employee injury claims should be reported within 24 hours to a Southeast Staffing representative. The representative will help you in reporting to claim to Travelers Insurance. Do not delay the reporting of a claim by waiting for a fully completed accident investigation report. A delay in claim reporting has been proven to have a direct impact on overall claim cost.

Accident Investigation Procedures

An accident investigation will be performed by the Client Supervisor and Southeast Staffing Management at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely and that recommendations generated as a result of the investigation are being addressed. Supervisors will investigate all accidents resulting in an employee injury using the following investigation procedures:

- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Implement temporary control measures to prevent any further injuries to employees.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be completed and submitted to the safety coordinator within 24 hours of the accident.

Accident Recordkeeping Procedures

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of three (3) years and include:

- Accident Investigation Reports.
- Workers' Compensation Notice of Injury Reports

To help identify injury trends, the safety coordinator will record employee injuries and illnesses on a log or tracking form such as the OSHA 300 Log of Work-Related Injuries and Illnesses. Trending will be used to identify and develop corrective actions that will prevent similar work-related injuries and illnesses from occurring.



**Accident Reporting & Treatment Form: Accident Investigation
(To be completed within 24 hours)**

(To be completed by the Supervisor / General Manager) Describe in detail the task the employee was doing at the time of injury (include vehicle, equipment or tools used):

Interview witnesses or COWORKERS for additional insights.

Attach sheet for additional Info/comments.

Was this the employee's regular work assignment? O Yes O No If no, was person trained for assignment O Yes O No

CAUSAL FACTORS	YES	NO	COMMENTS	CORRECTIVE ACTION
<u>Environment</u>				
Did the work area design contribute to the injury?	<input type="radio"/>	<input type="radio"/>		
Was the area cluttered?				
1.2 Did the employee have to be in this area to complete the job?	<input type="radio"/>	<input type="radio"/>		
1.3 Were Other conditions (noise, air contaminants, extreme temperatures, etc.) a contributing factor?	<input type="radio"/>	<input type="radio"/>		
1.4 Other				
1.5	<input type="radio"/>	<input type="radio"/>		
<u>Equipment/Tool*</u>	<input type="checkbox"/>	<input type="checkbox"/>		
2.1 Was the correct equipment being used?	<input type="checkbox"/>	<input type="checkbox"/>		
2.2 Was the correct equipment readily available?	<input type="checkbox"/>	<input type="checkbox"/>		
2.3 Did any defects or change in equipment/material contribute to hazardous conditions?	<input type="checkbox"/>	<input type="checkbox"/>		
2.4 Is regular maintenance done on machinery/equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
2.5 Are there any maintenance logs?	<input type="checkbox"/>	<input type="checkbox"/>		
2.6 Was the employee using PPE (Shoes, apron, goggles)?				
<u>Method</u>				
3.1 Was the employee performing according to SOP? Was there a better method to perform task?	<input type="radio"/>	<input type="radio"/>		
3.2				
<u>Employee</u>				
4.1 Was safety equipment specified for this job? (List all)	<input type="radio"/>	<input type="radio"/>		
4.2 Was this equipment being used?				
4.3 Have safety procedures been established for this task?	<input type="radio"/>	<input type="radio"/>		
4.4 Were safety procedures being followed? If no, why?				
4.5 Was the employee trained on necessary equipment?	<input type="radio"/>	<input type="radio"/>		
4.6 Was the employee authorized to operate the equipment?				
<u>Management</u>				
5.1 Were the behaviors that caused the injury/illness observed before?	<input type="radio"/>	<input type="radio"/>		
5.2 If so, What was done?	<input type="radio"/>	<input type="radio"/>		
5.3 Does management require safe work practices related to this task? If yes, explain. How?				
5.4 Does management follow/support safety procedures?				
5.5 Have safety related changes been made/suggested in this area?	<input type="radio"/>	<input type="radio"/>		

TO Correct Unsafe Acts	TO Correct Unsafe Conditions	CORRECTIVE ACTIONS
<input type="checkbox"/> Review/change procedures	Eliminate condition	Action Assigned TO Date
<input type="checkbox"/> Instruct injured person	Install safety guard	
<input type="checkbox"/> Instruct others	O Warn others of hazards	2.
<input type="checkbox"/> Process improvement	Implement inspections	3.
Explain: _____	O Request repairs	4.
_____	Vendor: _____	5.
_____	Initiate Ergonomic Review	



Other	Other	Corrective Actions	Yes	No
Discipline injured person O Oral O Written	_____	completed		

Employee: _____ Date: _____

Supervisor: _____ Date: _____

General Manager: _____ Date: _____

Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Southeast Staffing and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

Southeast Staffing has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Southeast Staffing wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return-to-Work program, which includes transitional or light duty work. The Return-to-Work program is temporary, not to exceed six months.

Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign a Report of Injury or Illness form.
- When medical treatment is sought the injured employee must advise their supervisor that they are seeking treatment and obtain a Return-to-Work Evaluation form. Regardless of the choice of physicians, the Return-to-Work form must be completed for each practitioner visit. Southeast Staffing will not accept a general note stating that you are only to be off of work.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity.
- Transitional or light duty work beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Southeast Staffing approves, must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Southeast Staffing office. You must also have your practitioner complete both the Return-to-Work Evaluation form and Return to Work Request/ Physician's Authorization form.



- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Return-to-Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Southeast Staffing office.

Considerations Following a Serious Industrial Accident

Any work-related accident resulting in serious injury, or the death of an employee presents significant emotional challenges for management. Following are some guidelines, which may reduce the effects on fellow employees and minimize the impact from regulators, such as OSHA. The following are steps to be taken by the Safety Coordinator:

1. Be prepared to talk to local police officials, district attorney investigators, coroners, and OSHA compliance officers. Be aware that police and district attorneys can conduct criminal investigations. Be truthful but do not speculate or offer unsolicited opinions, information, or theories. Also be prepared for contacts from local news media. Consult with legal advisors if in doubt. (Operate under the assumption that OSHA will investigate. Take steps to be sure that your entire facility is as prepared as possible).
2. Fatalities and incidents resulting in three or more employees receiving inpatient hospitalization must be reported within 8 hours to the closest OSHA area office. If after hours, the incident can be reported to OSHA at: 1-800-321-6742.
3. Have a representative of Southeast Staffing contact the employee's next of kin to inform her/him of the circumstances. If possible, this contact should be made in person. Offer to provide transportation and/or other support.
4. Get all witnesses names. If some witnesses are not employees, be sure to get full addresses and phone numbers.
5. Render safe any hazards created by the accident scene. (i.e., material that may fall, leaking chemicals, etc.). Rope off or otherwise isolate the accident scene early on to prevent it from becoming a "tourist attraction."
6. Conduct an initial investigation. If equipment and/or duties directly involved in the accident are duplicated elsewhere in the company, take immediate steps to assure that there will be no re-occurrence of the accident.
7. Take pictures to document the scene. Note anything that may help you identify specific equipment involved such as serial numbers, license plate numbers, etc.
8. Follow Southeast Staffing procedure for blood borne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:
 - The serious accident that occurred.
 - That all the necessary steps were taken to care for the person involved.
 - That an accident investigation is being performed.



- That all employees will be kept informed.
 - The availability of the Employee Assistance Program (EAP) (if applicable).
 - Provide encouragement and request that employees work safely.
10. Request your supervisors be alert for employees who may not be paying full attention to their jobs and thereby jeopardizing their own safety. During these discussions, do not discuss fault, discipline, opinions, etc.



Section IX.

WORKPLACE SAFETY RULES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

GENERAL EMPLOYEE WORKRULES

Conduct

- Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior.
- Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

- Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden.
- Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

Housekeeping

- Do not place trash in walkways and passageways.
- Do not kick objects out of your pathway; pick them up or push them aside and out of the way.
- Do not throw matches, cigarettes, or other smoking materials into trash bins.
- Do not store or leave items on stairways.
- Do not block or obstruct stairwells, exits, or accesses to safety and emergency equipment such as fire extinguishers, alarms, electrical breakers, etc.

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up and drips/spills immediately, and putting equipment and tools away as you are finished with them.

Personal Protective Equipment (PPE)

- Inspect PPE prior to each use. Do not use if damaged. You are required to maintain and keep PPE Clean.
- Safety Glasses- Must be worn at all times in designated areas.
- Hard Hats- Must be worn at all times in designated areas.
- Gloves- Work gloves must be worn at times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- Welding- Appropriate filter lens welding helmet, gloves, and sleeves are required at all times.
- Respirators- Only employees trained and authorized to use respirators are allowed to do so.
- Hearing Protection- Is required in areas where noise exposure is more than 90edBA (85dBA if you already have experienced hearing loss).



Equipment Operation

- You must specifically be trained and authorized by your on-site supervisor to operate company vehicles, forklifts, machine and power tools, paint sprayers, welders and or cranes and hoists.
- When operating machines, do not wear loose clothing, long hair should be tied up and back, remove jewelry, and sleeves should either be rolled all the way up, or all the way down.
- Never operate damaged or defective equipment. Turn the machine off and report it to your supervisor immediately.
- Never tamper with, remove, or deactivate machine guards or controls designed to ensure safe operations.
- Never reach into an operating machine or moving machine park.

Hazard Communication

- All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard in three important areas:
 - A. FIRE (Red background color)- Will the material burn?
 - B. Health (Blue background color)- Is the material dangerous to my body?
 - C. Reactivity (yellow background color)- Is the material dangerously unstable?

After each hazard, a number from 1-4 will be assigned. The number relets the degree (or amount) of hazard:

- | | |
|--------------|-------------|
| ○ 0- Minimal | • 3-Serious |
| ○ 1-Slight | • 4- Severe |
| ○ 2-Moderate | |
- A Material Safety Data Sheet (MSDS) must be secured for all chemicals purchased or brought on site. You have a right to access MSDS- Ask your supervisor.
 - Follow fill label and MSDS instructions-including amount instructions.

Ladder and Step Ladder Safety

- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
- Keep ladder rungs clean of grease. Remove buildup of material such as plaster, dirt or mud.

Climbing a Ladder

- Secure the ladder in place by having another employee hold it.
- Face the ladder when climbing up or down.
- Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
- Do not carry items in your hands while climbing up or down a ladder.



Performing Work from a Ladder

- One person shall be on the ladder at a time.
- Face the ladder and do not lean backward or sideways from the ladder.
- Do not stand on the top two rungs of any ladder.
- Do not use a ladder that wobbles or that leans.
- Do not try to “walk” a ladder by rocking it. Climb down the ladder, and then move it.

OFFICE PERSONNEL

Office Safety

- Store sharp objects such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
- Carry pencils, scissors and other sharp objects with the points down.
- Do not jump from ramps, platforms, ladders or step stools.
- Do not run on stairs or take more than one step at a time.
- Use handrails when ascending or descending stairs or ramps.
- Obey all posted safety and danger signs.

Furniture Use

- Open one file cabinet drawer at a time.
- Close drawers and doors immediately after use.
- Use the handle when closing doors, drawers, and files.
- Put heavy files in the bottom drawers of file cabinets.
- Do not tilt the chair you are sitting in on its two back legs.
- Do not stand on furniture to reach high places. Use a ladder or step stool to retrieve or store items that are located above your head.

Handling Supplies

- Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
- Cut in the direction away from your body when using knives or case cutters.

Equipment Use

- Use a staple remover, not your fingers, for removing staples.
- Turn off and unplug office machines before adjusting, lubricating or cleaning them.
- Do not use fans that have excessive vibration, frayed cords, or missing guards.
- Turn the power switch of the equipment to “off” when it is not being used.



GENERAL LABOR PERSONNEL

Housekeeping

- Do not leave loose tools or other items on a ledge or lying around the floor. Return tools to their storage places after use.
- Keep walking surfaces of elevated working platforms, such as scaffolds and equipment, clear of tools and materials that are not being used.
- Do not use gasoline for cleaning purposes.
- Sweep up scraps and debris from wallboard installation such as screws, mesh and tape by using a broom and a dustpan.

Lifting Safety

- Plan the move before lifting; remove obstructions from your chosen pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves approved by your supervisor when lifting objects with sharp corners or jagged edges.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Job Site Safety

- Do not walk under partially demolished walls or floors.
- Stop working outdoors and seek shelter during lightning storms.
- Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area.
- Do not throw or toss debris outside barricaded areas.
- Stay clear of all trucks, forklifts, cranes, and other heavy equipment when in operation.
- Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
- Keep shirts on to avoid dehydration and sun burn.

Electrical Safety

- Assume all electrical wires as live wires.
- Do not wear watches, rings or other metallic objects which could act as conductors of electricity around electrical circuits.
- Wear the dielectric gloves when working on electric current.



Electrically Powered Tools

- Do not use power equipment or tools on which you have been trained.
- Do not carry plugged in equipment or tools with your finger on the switch.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate a power hand tool or portable appliance:
 - that has a frayed, worn, cut, improperly spliced or damaged cord
 - That has a two-pronged adapter or a two-conductor extension cord.
 - If a prong from the three-pronged power plug is missing or has been removed.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Turn the tool off before plugging or unplugging it.
- Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
- Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
- Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand.
- Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.
- Do not use electrical tools if its housing is cracked.
- Do not use electrical tools while working on a metal ladder unless the ladder has rubber feet.

Electrical Cords:

- Keep power cords away from path of drills and wire soldering and cutting equipment. Do not use cords that have splices, exposed wires or cracked or frayed ends.
- Do not remove the ground prong from electrical cords.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- Do not plug multiple electrical cords into a single outlet.

Power Saws

- Wear safety goggles, protective gloves, a dust mask and hearing protection when operating a power saw.
- Do not wear loose clothing or jewelry.
- Clean any residue from the blade or cutting head before making a new cut with the power saw.
- Do not use a power saw that has a cracked, broken, or loose guards or other visible damage.
- Keep your hands away from the exposed blade.
- Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
- Do not alter the anti-kickback device or blade guard.
- Do not perform cutting operations with the power saw while standing on a wet or slippery floor.
- When using the power saw, do not reach across the cutting operation.



- Cut away from your body and below your shoulder level when you are using a power saw.
- If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.

Pneumatic Tools

- Do not point a compressed air hose at bystanders or use it to clean your clothing.
- Do not use tools that have handles with burrs or cracks.
- Do not use compressors if their belt guards are missing. Replace belt guards before use.
- Turn the tool "off" and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the air line before making any adjustments or repairs to the tool.
- Engage positive locks on hoses and attachments before use.
- Shut off pressure valve and disconnect air line when not in use.
- Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees.

Hand Tool Safety

- Use tied off containers to keep tools from falling off elevated work platforms.
- Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
- Do not use tools while your hands are oily, greasy, or wet.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Do not carry sharp pointed hand tools such as screwdrivers in your pocket unless the tool or your pocket is sheathed.
- Do not perform "make-shift" repairs to tools.
- Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
- Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
- Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.
- When you are performing electrical work, use the tools with the blue rubber sleeves covering the handle, these are insulated.

Saws

- Keep control of saws by releasing downward pressure at the end of the stroke.
- Keep your hands and fingers away from the saw blade while you are using the saw.
- When using a hand saw, hold your panel firmly against the worktable.
- Do not use a saw that has dull saw blades.
- Do not carry a saw by the blade.
- Oil saw blades after each use of the saw.



Snips

- Wear safety glasses or safety goggles when using snips to cut materials such as lath or corner beads.
- Wear your work gloves when cutting materials with snips.
- Do not use straight cut snips to cut curves.
- Keep the blade aligned by tightening the nut and bolt on the snips.
- Do not use the snips as a hammer, screwdriver, or pry bar.
- Engage the locking clip on the snips after each use.

Toolboxes/Chest/Cabinet

- Tape over or file off sharp edges on toolboxes, chests, or cabinets.
- Do not stand on toolboxes, chests, or cabinets to gain extra height.
- Lock the wheels on large toolboxes, chests, or cabinets to prevent them from rolling.
- Push large chests, cabinets, and toolboxes; do not pull.
- Do not open more than one drawer of a toolbox at a time.
- Close and lock all drawers and doors before moving the tool chest to a new location.
- Do not use a toolbox as a workbench.
- Do not move a toolbox, chest, or cabinet if it has loose tools or parts on the top.

Knives/Sharp Instruments

- When handling knife blades and other cutting tools, direct sharp points and edges away from you.
- Always cut in the direction away from your body when using knives.
- Carry all sharp tools in a sheath or holster.
- Store knives in knife blocks or in sheaths after using them.
- Use the knife that has been sharpened; do not use knives that have dull blades.
- Do not use knives as screwdrivers.
- Do not pick up knives by their blades.
- Carry knives with tips pointed towards the floor.

Forklift Safety Rules

- Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
- Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment, such as wedges, to a forklift.
- Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
- Do not raise or lower a load while you are en-route. Wait until you are in the loading area and have stopped before raising or lowering the load.
- After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
- Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.



- Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
- Do not drive over objects in your pathway.
- Steer wide when making turns.
- Do not drive up to anyone standing or working in front of a fixed object such as a wall.
- Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform. Obey all traffic rules and signs.
- Sound horn when approaching blind corners, doorways, or aisles to alert other operators and pedestrians.
- Do not exceed a safe working speed of five miles per hour. Slowdown in congested areas.
- Stay a minimum distance of three truck lengths from other operating mobile equipment.
- Drive in reverse and use a signal person when your vision is blocked by the load.
- Look in the direction that you are driving; proceed when you have a clear path.
- Drive loaded forklifts forward up ramps.
- Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
- Drive loaded forklifts in reverse when driving down a ramp.
- Drive unloaded forklifts in reverse going up a ramp and forward going down a ramp.
- Do not attempt to turn around on a ramp.
- Do not use "Reverse" to brake.
- Lower the mast completely, turn off the engine and set the parking brake before leaving your forklift.

Loading Docks

- Keep the forklift clear of the dock edge while vehicles are backing up to the dock.
- Do not begin loading or unloading until the supply truck has come to a complete stop, the engine has been turned off, the dock lock has been engaged and the wheels have been chocked.
- Attach the bridge or dock plate before driving the forklift into the truck.
- Do not drive the forklift into a truck bed that has soft or loose decking or other unstable flooring.
- Drive straight across the bridge plates when entering or exiting the trailer.
- Use dock lights or headlights when working in a dark trailer.

Warehouse Safety

General

- When manually stocking shelves, position the materials to be shelved slightly in front of you so you do not have to twist when lifting and stacking materials.
- Visually inspect for sharp objects or other hazards before putting hands, legs, or other body parts into containers such as garbage cans, boxes, bags or sinks.
- Remove or bend nails and staples from crates before unpacking.
- When cutting shrink wrap with a blade, always cut away from you and your co-workers.
- Do not try to kick objects out of pathways. Push or carry them out of the way.
- Do not let items overhang from shelves into walkways.
- Move slowly when approaching blind corners.
- Place heavier loads on the lower or middle shelves.



- Remove one object at a time from shelves.
- Place items on shelves so that they lie flat and do not lean against each other.

Hand Truck Operations

- Tip the load slightly forward so that the tongue of the hand truck goes under the load.
- Push the tongue of the hand truck all the way under the load to be moved.
- Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
- When loading hand trucks, keep your feet clear of the wheels.
- Push the load so that the weight will be carried by the axle and not the handles. The operator should only balance and push.
- Place the load so that it will not slip, shift, or fall. Use straps, if provided, to secure the load.
- If your view is obstructed, use a spotter to assist in guiding the load.
- For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.
- Do not walk backward with the hand truck, unless going up stairs or ramps.
- When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
- Move hand trucks at a walking pace.
- Store hand trucks with the tongue under a pallet, shelf, or table.
- Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

Pallet Jack Use

- Only employer authorized personnel may operate pallet jacks.
- Do not exceed the manufacturer's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.
- Do not ride on pallet jacks.
- Start and stop gradually to prevent the load from slipping.
- Pull manual pallet jacks; push when going down an incline or passing close to walls or obstacles. If your view is obstructed, use a spotter to assist in guiding the load.
- Stop the pallet jack if anyone gets in your way.
- Do not place your feet under the pallet jack when it is moving.
- Keep your feet and other body parts clear of pallet before releasing the load.
- Use long handled snips when cutting strapping bands away from a shipping container.
- Wear safety glasses when cutting strapping bands, uncrating materials and driving nails.
- Stand to the side of the strapping band when cutting it.
- Do not use pallets or skids that are cracked or split or have other visible damage.
- Stack heavy or bulky storage containers on the middle and lower shelves of the storage rack.
- Do not lift slippery or wet objects; use a hand truck.
- Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
- Do not smoke while handling chemicals labeled "Flammable".



- Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.

Storeroom/Stockroom:

- Do not handle or load any containers of chemicals if their containers are cracked or leaking.
- Do not leave pallet jack unattended with the load suspended.
- Obey all safety and danger signs posted in the workplace.

Carts

- Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
- Use a spotter to help guide carts around corners and through narrow aisles.
- Do not stand on a cart or use it as a work platform.



**Section X.
EMERGENCY ACTION PLAN**

General Emergency Guidelines:

- Stay calm and think through your actions.
- Dial 911 and remain calm, give a concise and clear account of the nature of the emergency. Remember to give your name, address, and a phone number for a return call.
- Know where the stairwell exists are located.
- In the event of an emergency, do not take elevators, use the stairs.
- Do not hesitate to call/alert others if you believe that an emergency is occurring- you will not “get in trouble”.
- Know where the emergency equipment is located. Ask the supervisor on duty if they are not readily noticeable.

FIRE

1. EVACUATION

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the building using the closest stairs. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (Note: never use elevators during fire alarm situations).
- Supervisors should be the last persons to leave the area. Check in conference rooms, lavatories, and offices to be sure that all personnel have evacuated.
- Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through a Southeast Staffing Internal Staff member.
- Upon exiting the building, personnel should report to Supervisor on duty for a headcount. All personnel should gather and be accounted for by the Incident Commander, who this person is varies from client to client. If any employee is missing, an immediate report should be made to Southeast Staffing who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy the building will be issued by the supervisor on duty.
- In the event of inclement weather, the supervisor on duty will make arrangements for all personnel to move to shelter.

2. EMPLOYEE DISCOVERING A FIRE

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call the Supervisor on Duty to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
 - P=Pull the safety pin
 - A=Aim the nozzle at the base of the fire
 - S=Squeeze the operating lever
 - S=Sweep side to side covering the base of the fire



- When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.
 - Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.
 - Have someone notify the Supervisor on Duty where the emergency is located. He/she will relay this information to the fire department.
3. MEDICAL EMERGENCY (Chest pains, loss of consciousness, fall from a height, etc.)
- Upon discovering a medical emergency, call 911.
 - Call the operator ("O") and report the nature of the medical emergency and location.
 - Stay with the person involved being careful not to come in contact with any bodily fluids, unless properly trained and equipped.
 - Send two persons (greeters) to the building entrance, to be determined at the time of your arrival, to await the fire department. (One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire dept. personnel to the scene).
 - Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
 - Southeast Staffing will make any necessary notifications to family members of the person suffering the medical emergency.
4. SEVERE WEATHER
- The receptionist will monitor a weather alert radio. If a severe weather report is issued, he/she will immediately page the following announcement: Each client has their own protocol. (This announcement will be repeated three times).
 - Employees will shut down office equipment and will be instructed where to go for safety.
 - The receptionist will take the weather radio with them. When the severe weather warning is cancelled, he/she will send runners to advise that it is safe to return to office areas. A general announcement will also be made.
5. WORKPLACE VIOLENCE:
- Any employee who feels that she/he has been threatened should immediately report their concern to their manager and to a Southeast Staffing Internal Staff member.
 - If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify a Southeast Staffing Internal Staff member and stay away from the person exhibiting threatening behavior.
 - Depending upon the level of concern, 911 should be called immediately.
 - Never attempt to confront any person exhibiting threatening behavior.
6. MISCELLANEOUS
- If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with a Southeast Staffing Internal Staff member so that a prevention plan can be developed.



Section XI.

FIRE PREVENTION PLAN AND ELECTRICAL SAFETY

1. Smoking is not allowed in any interior area of any building. Smoking is only allowed in designated exterior smoking areas
2. No candles or open flames are allowed within any facility.
3. Hot work: contractors performing hot work (welding, grinding, flame cutting, brazing, soldering, etc.) must contact Peri Campbell or the office of Peri Campbell for approval prior to the start of the work.
4. Only space heaters provided by the company are approved by the Client Company. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
5. No flammable chemicals are allowed inside any building at any time. If you feel that there is a work-related need to use a flammable chemical, contact a Southeast Staffing Internal Staff member for guidance.
6. Electrical safety:
 - With the exception of independently fused multi-tap cords for computers, extension cords are not allowed.
 - Keep electric cords out of areas where they will be damaged by stepping on/kicking them.
 - Turn electrical appliances off with the switch, not by pulling out the plug.
 - Turn all appliances off before leaving for the day.
 - Radios/tape/CD players and PDAs are the only personal electrical devices allowed to be used in offices/cubes. These devices must be in good repair. Your Company Name Here reserves the right to instruct you to remove personal electrical devices at any time.
 - Never run cords under rugs or other floor coverings.
 - Any electrical problems should be reported immediately to the supervisor on duty.
7. The following areas must remain clear and unobstructed at all times:
 - Exit doors,
 - Aisles,
 - Electrical panels, and
 - Fire extinguishers.



Section XII SEXUAL HARASSMENT POLICY

Southeast Staffing does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with Southeast Staffing. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter.

For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature. Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Sexual harassment, one type of prohibited harassment, has been defined according to Southeast Staffing guidelines as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions.
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.
- Explicit or degrading verbal comments about another individual or his/her appearance.
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer.
- Any sexually offensive or abusive physical conduct.
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who becomes aware of any harassment of an employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken with respect to violation of this policy by any non-employee. If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome, and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your supervisor/manager, the site Human Resources representative, or a Southeast Staffing Internal Staff member.
3. Report any additional incidents that may occur to one of the above resources.



Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Southeast Staffing's obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.



Section XIII
Vehicle Use Policy

To: All drivers of Southeast Staffing
Effective: 7/30/2013

This policy applies to vehicles owned, leased or rented to Southeast Staffing and personally owned vehicles driven by employees on behalf of Southeast Staffing.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Southeast Staffing:

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' our employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for Southeast Staffing business:

- Your Personal Auto Liability insurance is the primary payer. Southeast Staffing's insurance is in excess of your coverage.
- You should carry at least \$300,000 per occurrence liability coverage. Evidence of insurance coverage is to be provided to either Southeast Staffing each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- Southeast Staffing is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to Southeast Staffing as soon as possible.

A separate acknowledgment is required to drive any Southeast Staffing vehicle.