



Employee Safety Handbook

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MANAGEMENT POLICY STATEMENT

Staff Right believes that employee safety is important in the planning and operation of all activities. Safety is essential to welfare, morale, and employee relations. With this in mind, we have established a comprehensive Safety Program within all business units at all levels of activity.

We are absolutely committed to the safety of all our employees. Staff Right however, is not able to directly supervise or control the working environments established by its Clients. As a result, the Clients, as required by law, must exercise primary responsibility for evaluating and correcting unsafe working conditions.

Realizing that accident prevention requires a continued effort, and the participation of all Employees, it is the firm policy of Staff Right that no part of our job is so important that we cannot take time to do it safely. The success of our Employee Safety Program depends on the safety and well-being of our Employees and their families. Therefore, it is imperative that workplace hazards be identified, appropriately evaluated, and effectively controlled.

Angela Gentile, the person responsible for managing this program, I can be contacted at any time for your assistance. Your complete cooperation is required and is very much appreciated.

Angela Gentile

GENERAL SAFETY PROCEDURES/TRAINING

Staff Right is absolutely committed to the safety of all its employees including both employees for whom Staff Right exercises direct supervision and employees who are directly supervised by the Clients to whom they are assigned. Staff Right, however, is unable to directly supervise or control the working environments established by its clients. As a result, the Client, as required by law, must exercise primary responsibility for evaluating and correcting unsafe working conditions.

Therefore, as an employee of Staff Right, you should:

- ▲ Always make sure that you have been properly trained for the tasks that you have been assigned to perform.
- ▲ Immediately notify your supervisor and a Staff Right representative if you do not have the necessary training to perform an assigned task.
- ▲ Take the time necessary to make sure that you know the client's safety and operating procedures before starting work.
- ▲ Do not attempt to operate any machinery, equipment, or hand tools until you have been properly trained.



EMPLOYEE CONDUCT



All employees are required to follow the safety procedures established by Staff Right and our Clients. Willful disregard for safety procedures or repeated unsafe acts may be grounds for employment termination.

Horseplay on the job is prohibited and may be grounds for employment termination.

The use of or possession of drugs or alcohol on the job is prohibited and will be grounds for immediate employment termination.

Be alert!!! You are ultimately responsible for your own safety.

You are required to report all cases of violence, threats of violence, sexual or racial harassment, unsafe work conditions, and any injury or illness to your supervisor, or your Staff Right Manager.

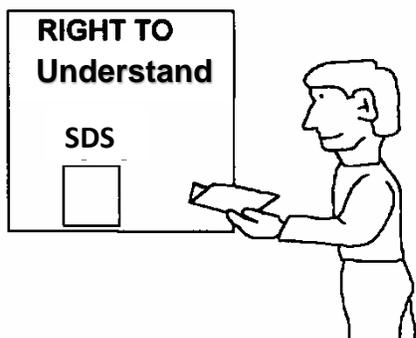
CHEMICAL HANDLING/HAZARD COMMUNICATION

Federal law requires that you receive hazard communication training before handling hazardous chemicals in the work-place.

Do not handle any chemical products or hazardous materials of any kind until you have been trained in the following topics:

- ▲ The characteristics of the chemicals
- ▲ The health hazards of the chemicals
- ▲ Proper handling and safe use procedures
- ▲ Proper storage and disposal
- ▲ First aid procedures
- ▲ The location of the clients Hazard Communication Program, Chemical Inventory and Safety Data Sheets (SDS)

The law requires that you have hazard communication training and access to all SDS available for the hazardous chemicals that are located in your work-place.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment for eyes, face, head, and extremities, shall be used and maintained according to the manufacturers' instructions and in the guidelines outlined below. In addition, all Employees are to receive training on any "site-specific" personal protective equipment as part of the client's site-specific safety and health program.

Foot Protection



Protective footwear, such as rubber boots, steel toe shoes, and protective covers shall be worn by all persons exposed to hazards to the feet, including but not limited to: crushing, puncture, cold temperatures, slippery surfaces, and chemical contamination.

Hand Protection



Appropriate hand protection shall be provided and worn by all persons exposed to hazards of the hands, including but not limited to: cuts, abrasions, thermal extremes, poisonous vegetation, and chemical exposure.

ELECTRICAL SAFETY

- ▲ Visually inspect electrical equipment; regularly inspect tools, cords, ground and accessories; report hazards otherwise arrange to have equipment repaired or replaced immediately.



- ▲ Use safety features like three-prong plugs, double-insulated tools and safety switches. Be sure machine guards are in place and that you always follow proper procedures.
- ▲ Install or repair equipment only if you are qualified and authorized to do so.



- ▲ Keep electric cables and cords clean and free from kinks.
- ▲ Never carry equipment by its cord.
- ▲ Use extension cords only when flexibility is necessary. Never use them as substitutes for fixed wiring or run them through holes in walls; ceiling floors, doorway or windows; use them where they are concealed behind walls, ceilings or floors.
- ▲ Do not touch water, damp surfaces, underground metal or any bare wires if you are not protected. Wear approved rubber gloves when working with live wires or ungrounded surfaces, rubber-soled shoes or boots when working on damp or wet surfaces.
- ▲ Do not wear metal objects.
- ▲ Employees that work around any electrical components must be trained on “Electrical Safety – Related Work Practices” 29CFR1910.331

LOCKOUT/TAGOUT

No Employee shall engage in any work activity that involves the use of lockout/tagout procedures or devices unless trained and certified by a Staff Right Client as an affected or authorized person.



SAFE LIFTING TECHNIQUES



Improper lifting techniques are the single most common cause of back pain and injuries in the workplace. Other contributing factors include poor posture, poor physical condition, and stress. But regardless of your physical and mental condition, following the simple lifting and handling guidelines below can reduce the strain on your back and gently reduce the chance of back injury.

Pre-lifting

Before lifting any object you should first determine if mechanical lifting devices are available to assist you in accomplishing the task. Mechanical devices include forklifts, dollies, and hoists. If these devices are unavailable, then other options such as splitting the load into smaller ones or finding someone to share the load should be considered.

Technique

1. Size up the load: Lift the object by one corner. If the load is too heavy or awkward, get someone to help or find a mechanical device.
2. Bend at the knees: This is the single most important step when lifting an object no matter what the weight is.

SAFE LIFTING TECHNIQUES (Con't)



Place your feet close to the object, center yourself over the load, and then bend your knees and obtain a good hold on the object. Lift straight up and smoothly, trying not to “jerk-up” the object.

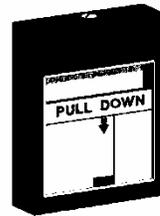
3. **Do not twist or turn your body when lifting:** Always keep the load close to your body and keep it steady. Any sudden twisting or jerking can easily cause you to “throw out your back”.
4. **Ensure your path is clear:** It is often difficult to see clearly in front of you when carrying an object. Be sure to check your intended path for obstructions and footing, or find someone to assist you.
5. **Set the load down properly:** Lower the load slowly by bending your knees and letting your legs do the work.
6. **Push, not pull:** When moving an object without lifting, push rather than pull. This transfers most of the work to the legs.

EMERGENCY PREPAREDNESS & EVACUATION

All Employees shall become familiar with the emergency preparedness and evacuation plan for each employer or location that they are assigned.

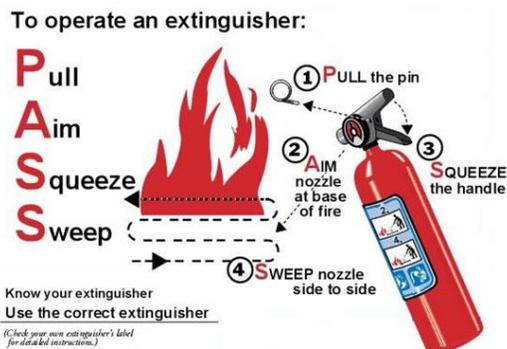
FIRE PREVENTION AND PROTECTION

All Employees shall become familiar with the Fire Prevention and Protection Plan for each employer they are assigned.



- ▲ Know the location of all fire exits and escape routes and shelters in place.
- ▲ Do not use fire extinguishing equipment unless you have been properly trained.
- ▲ Use caution when handling flammable or combustible materials.

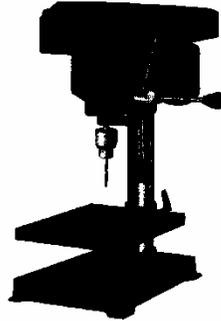
Below is the instruction on general use of how to use a Fire Extinguisher, only use if needed and in the **incipient stage** of the fire.



MACHINE GUARDING

Never operate tools or machinery without obtaining permission.

Always have the supervisor show and demonstrate the safe way to operate machines or equipment.



Equipment or machines are never to be cleaned, repaired or serviced while in operation.

Never wear loose clothing or jewelry which can catch in the machinery and restrain long hair.

Never leave a machine or equipment unattended while in operation.



Never remove or alter guards in any manner.

Guards and safety devices must always be used for your protection. If you can reach into the point of danger, the machine or equipment is not guarded. Notify your supervisor.

Never operate machinery without all guards in place. Never clean, service, or repair machinery until all proper Lock out/Tag out procedures have been followed. You must receive site specific training in proper machine operation and lockout tag procedures before operating any machinery.

REPORTING

Report all job related injuries or illness to your Client supervisor and your Staff Right Representative immediately.

Report all unsafe acts or conditions to your immediate client supervisor, safety representative or Staff Right Manager.

Your safety and health is a primary concern to the management of Staff Right. To ensure that your safety concerns have been addressed to your satisfaction, please do not hesitate to contact your Staff Right manager to help with any unresolved safety or health concern in your work-place.

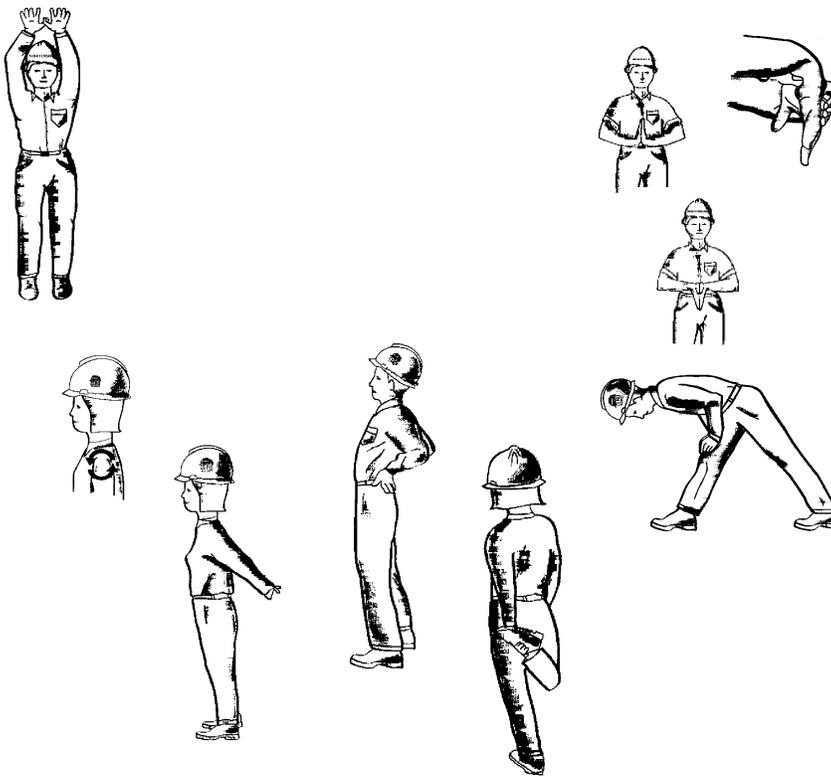
Please attempt to report all issues at the client level before contacting this number: 770.614.1627

All reports are kept confidential when requested.

All reports will receive a response within 8 hours of receipt.

Stretch 'N Bend

9 simple steps to a healthier workplace and achieving



Stretching Guidelines

Always begin in a relaxed, neutral body position with your feet shoulder-width apart, knees slightly bent. Keep your back straight by contracting your abdomen. You should be relaxed with your chest slightly lifted.

Do the stretches at your own pace and ability. Remember to exercise within your limits.

Stretch to the point of comfortable tension, then relax and hold the stretch. Avoid straining while you are stretching. This should NOT be a painful activity. If you feel your muscles begin to shake, slightly release your stretch.

If the stretch creates pain in the joint area, stop your stretching and make sure your technique is correct. You may need to try another position of another stretch to target those muscles.

Move into each stretch slowly! Hold each stretch for 10-15 seconds unless stated otherwise. It is important to remember not to bounce while holding your stretch.

Keep breathing normally while you hold your stretch. Breathing helps you to relax your muscles.

Why Should You Stretch?

There are many benefits to taking time to stretch your muscles.

Stretching;

- ✓ Prepares your body for work activities
- ✓ Increases your flexibility
- ✓ Decreases the muscle tension and increases relaxation
- ✓ Promotes better blood circulation
- ✓ Improves your range of motion
- ✓ Enhances muscle coordination
- ✓ Increases body awareness
- ✓ Reduces the incidence and severity of an injury
- ✓ Delays the onset of muscle fatigue
- ✓ Increases team morale

Prayer Stretch

Stretches your wrists, forearms and hands

Place your hands palm-to-palm,
pointing up.



Move your hands downward, keeping our palms together until you feel a mild stretch.

Keep your elbows up and even.

Hold for 5-8 seconds

Inverted Prayer Stretch

*Stretches your wrists,
Forearms and hands*

From the stretch shown above, rotate your hands until they point downward.

When you feel a mild stretch, stop and hold for 5-8 seconds.

Forearm Stretch

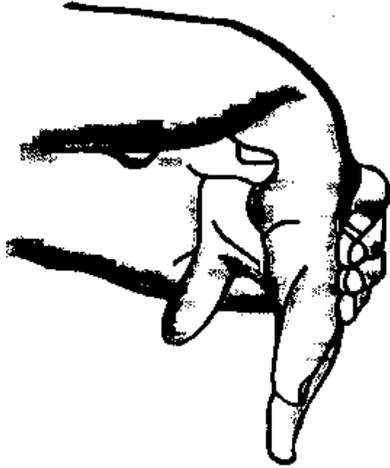
Stretches your wrist extensors

Straighten your right arm. Place the palm of your left hand on top of your right.

Slowly move the right palm toward the floor until you feel a stretch

Hold for 5-8 seconds.

Repeat for the other arm.

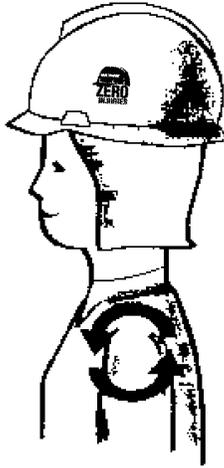


Stretches your upper back, neck and shoulders

Shoulder Roll

Stand tall, rotate both of your shoulders forward slowly 5-7 times.

Reverse the direction, rotating your shoulders backwards 5-7 times.



Chest Stretch

Stretches your arms, chest, hands, and shoulders

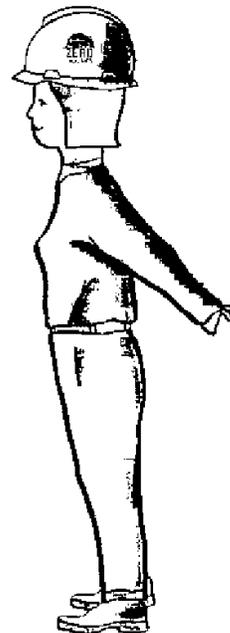
Standing tall, interlace your fingers behind your back, with your palms facing away from your body.

Slowly move your elbows in toward your spine while straightening your arms until you feel a stretch.

Lift your chest up slightly as you stretch.

Hold for 5-8 seconds

Repeat 3-5 times.



Low Back Stretch

Stretches your chest and lower back

Standing straight, place your hands just above your hips on your back, keeping your elbows pointed back.

Gently press your hips forward.

Slightly lift your chest up as you hold and stretch for 5-8 seconds.

Remember to breathe easily as you stretch.

Repeat 5-8 times.

Note: If you feel any pain in your forearms, modify the stretch by making a fist and placing the fist on the back of your hips. This should relieve the pressure at your wrist.



Body Stretch

Stretches your overall upper body

Maintain a neutral body posture.

Raise your arms over your head directly above your shoulders.

Interlock your thumbs and spread your fingers.

Extend your body upward and rise up on your toes.

Hold for 5-8 seconds.

Repeat 3-5 times.



Hamstring Stretch

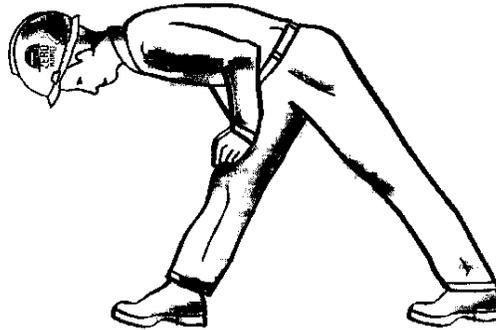
Stretches the back of your calf and thigh

From a standing position, move your left leg back as far as you comfortable can while keeping your left foot flat on the ground. Keep your toes pointed forward and your leg straight.

Placing both hands on your right thigh for support, slowly bend forward over your right knee, keeping your head and back straight. If this puts too much stretch on your back leg, move it forward a bit.

Hold this position for 5-8 seconds.

When finished, push upward with your arms until you are standing straight.



Repeat with the other leg.

Quadricep Stretch

Stretches the front of your thighs, hip flexors, and ankles

Balance your weight on your left leg, or hold onto something that is stable to help balance yourself.

With your left hand, reach behind and grab your right foot or ankle. Keep your right leg straight, with your knee pointing toward the floor.

Press your hip forward to feel the stretch. Do not pull your knee up and back.

Hold this position for 5-8 seconds. Repeat with your other leg.

Note: If you are unable to reach your ankle, you can modify the stretch by placing your foot, bottom up, on a bench, 5 gallon bucket, ledge or anything approx. 1-2 feet tall. Then proceed by pressing your hips forward until you feel the stretch.

