

Safety Training and Rules

Read and become familiar with these rules and other safety rules that apply to your job.

- **Personal Protective Equipment** - Hazards exist in every workplace in many different forms: sharp edges, falling objects, flying sparks, chemicals, noise, and a myriad of other potentially dangerous situations. Depending on the hazard or workplace our clients use engineering or work practice controls to manage or eliminate hazards to the greatest extent possible. When such efforts are not feasible or do not provide sufficient protection, you will be provided Personal protective equipment, commonly referred to as “PPE”. Examples of PPE include such items as gloves, foot and eye protection, protective hearing devices (earplugs, muffs) hard hats, respirators, and full body suits. Your first day at the job, you should be trained on the following:
 - When PPE is necessary
 - What PPE is necessary
 - How to properly put on, take off, adjust and wear the PPE
 - The limitations of the PPE
 - Proper care, maintenance, useful life, and disposal of PPE
- **Fall Hazards** - A fall hazard is anything at your worksite that could cause you to lose your balance and result in a fall. Any time you are working at a height of four feet or more, you are at greater risk. OSHA generally requires that fall protection be provided for heights greater than four feet. Examples of fall protection include guardrails, safety net systems, and personal fall arrest systems. If you are exposed to fall hazards, your on-the-job training should include teaching you to recognize the hazards of falling and explain the procedures to be followed to minimize such hazards.
- **Electrocution Hazards** - Energy sources including electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other sources in machines and equipment can be hazardous to workers. During the servicing and maintenance of machines and equipment, the unexpected startup or release of stored energy can result in serious injury or death to workers. The major types of electrocution hazards are:
 - Working on a machine that has not been properly de-energized
 - Contact with overhead power lines
 - Contact with energized sources, like defective equipment, open sockets, or tools
 - Improper use of extension and flexible cordsYour on-the-job training should include lockout / tagout procedures. It’s important that a malfunctioning machine is worked on by authorized personnel only. Please report any defect you may find in equipment you are asked to use, like frayed power cords, broken casings, etc.
- **Struck-By Hazards and Caught In or Between Hazards** – Struck-by injuries are produced by forcible contact or impact between the injured person and an object or piece of equipment. Caught in or between hazards have a similar cause but result in crushing injuries between objects. You can help protect yourself from such hazards by the following:
 - Stay away from heavy equipment when it’s operating
 - Stay clear of lifted loads and beware of unbalanced loads
 - Do not exceed a vehicle’s rated load or lift capacity
 - Stay in indicated pedestrian walkways

- **Machinery Related Hazards** – Each piece of machinery has its own unique mechanical and non-mechanical hazards. Mechanical hazards that can hit, grab or trap an operator are: hazardous motions, points of operation, pinch points, and shear points. Non-mechanical hazards that can injure operators, or those nearby, include: flying chips, splashes, or sprays that are created when the machine is running. One or more methods of machine guarding may be provided to protect the operator and other employees in the machine area. Your on-the-job training should include the specific machines you are allowed to operate, and a detail of the guarding and emergency stops. *Never remove or bypass any machine guarding. Only operate machines you have been authorized and trained on. It's important that a malfunctioning machine is worked on by authorized personnel only. Do not attempt to clear a jam or repair a machine if you have not been trained to do so.*
- **Chemical or Other Substance Related Hazards** – Chemical hazards and toxic substances pose a wide range of health hazards (such as irritation, sensitization, and carcinogenicity) and physical hazards (such as flammability, corrosion, and explosiveness). In order to ensure chemical safety in the workplace, information about the identities and hazards of the chemicals must be available and understandable to workers. This information is stored in what's commonly referred to as the Safety Data Sheets (SDS) Log. Your on-the-job training will teach you how to identify which chemical hazards are in the workplace, and how to protect yourself from any adverse effects of exposure.
- **Repetitive Motion Hazards** – Repeating the same motion over and over again at high speeds with little rest, and applying force to muscles, joints, or tendons while in an awkward angle may be putting more stress on those body parts than is necessary and can increase the chance of developing repetitive motion injuries (RMI's). Your on-the-job training should educate you on ergonomic practices, correct posture, and techniques for performing job tasks safely.
- **Emergency Action Plans** – Your on-the-job training should include training for emergency evacuation and shelter-in-place procedures. For smaller organizations, the plan does not need to be written and may be communicated orally if there are 10 or fewer employees. You must be informed of the following:
 - Means of reporting fires and other emergencies
 - Evacuation and shelter-in-place procedures and routes
 - Locations of fire extinguishers, first aid kits, eye wash stations, etc.
- **General Conduct Rules** – The following is a list of procedures that must be followed:
 - Report every injury to your employer/supervisor and a Surestaff representative immediately.
 - Report any observed unsafe condition to your employer/supervisor, if the problem persists, please notify Surestaff.
 - Horseplay is prohibited at all times.
 - The drinking of alcoholic beverages or consumption of marijuana is not permitted on the job or on company/ customer/client property. Any employee discovered under the influence of alcohol or drugs will not be permitted to work.
 - When in doubt about performing a task safely, contact your supervisor for instruction and training.
 - Always maintain a general condition of good housekeeping in all work areas.
 - Always perform your assigned task in a safe and proper manner; do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of employee injury.
 - Obey all GMP's (Good Manufacturing Practices) provided by company/customer/client.



I certify that I read and understand and will abide by the above listed rules. Failure to do so may be grounds for termination and may disqualify my eligibility for unemployment benefits.

Signature: _____

Name: _____

Date: _____