

To: All LSI Employees

Welcome to LSI Staffing! During your assignments with our clients, we want to ensure your safety. This guide is provided to explain the safety expectations we require of you while you are on each work assignment.

Most accidents on-the-job occur because an employee is careless or does not know the proper way to do a job. You are the one that can protect yourself most from getting injured. Never do any job that you believe is unsafe. Never do any job without proper training. In these situations, you should always stop work and contact your workplace supervisor or the LSI office.

Read and study this safety guide. You should take it with you to your work assignments. Should you fail to follow these rules, your employment may be terminated.

Safety Questions / Ideas: Should you have any questions about this guide or any job safety issue, contact any LSI representative. Additionally, if you have a safety idea to share with us – please talk to your Employment Specialist or any LSI representative about your idea. We value your input.

General Safety Guidelines

1. Rules cannot be written to cover every possible situation that may occur while you are working. Because of this, there are important responsibilities that you must always remember:
 - You must always protect yourself.
 - You must help ensure the safety of other workers.
 - You must help ensure the safety of others in the workplace.
 - You are responsible for performing your job in a safe manner.
 - You must follow all safety rules at the client work-site.
2. Practical jokes or horseplay is not permitted on any client property, or during your work assignment.
3. Being under the influence of alcohol or controlled substances during work assignments is prohibited and subject to disciplinary employment termination.
4. Running on client property during your work assignment is not permitted.

5. Working alone in a confined space such as a storage tank or pit is not permitted. Never perform work in confined areas without proper training. Be sure there is help nearby in case of an emergency.
6. Never work from or climb an extension ladder without someone holding it or having it properly secured.
7. Never walk in front of heavy objects that are being moved on carts or other material handling devices.
8. Never handle chemicals or hazardous materials unless you have been properly trained in their use and hazards. Be sure to read the container labels on hazardous materials. You have a right to know about the materials with which you are working.
9. Keep your work area neat and clean. Keep tools, air hoses, electrical cords, materials, trash, etc., picked up.
10. Use common sense and good judgement on-the-job. **Stop work immediately** if you feel that any job you are performing is unsafe. You should immediately contact your work place supervisor, or the LSI office.

Safety Glasses and Face Shields

Safety glasses and face shields are required when operating machines or doing jobs that may expose you to the hazard of flying objects, glare or liquids. Safety glasses must be worn in all posted areas during your work assignment. Your temporary assignment employer will provide safety glasses. Should you want safety glasses and they are not available, contact the LSI office.

Chemicals and Hazardous Materials

You are not to handle hazardous materials, unless you have been properly trained to work with and handle these types of materials. Be sure to read all container labeling. Report any spills or leakage of materials to your work place supervisor. If you are unsure about the material that your are handling, ask for instruction and information about the material. If you still have concerns, contact the LSI office.

Flammable Materials

Use safety precautions when you work with flammable materials. Be sure to read all container labeling. Be aware of all no smoking areas. Report any spills or leakage of materials to your work place supervisor. If you are unsure about the material that your

are handling, ask for instruction and information about the material. If you still have concerns, contact the LSI office.

Machinery and Equipment

Do not operate any machinery or equipment unless you have been instructed or trained to use it. If you have any questions about the safe operation of the machinery or equipment you are using, contact your work place supervisor.

Safety guards and devices are provided on most machinery and equipment. Do not remove or alter any safety device.

If a part becomes jammed, turn off the machine before clearing the jam.

Do not use hands to remove chips, cuttings or scale from metal cutting machines.

Do not use rags or wear loose clothing around the moving parts of any machine.

Report any problem with machinery or equipment to your work place supervisor. Do not operate any machinery that is not working properly.

Shut off all machinery and equipment when unattended.

Compressed Air

Never use air hoses and compressed air to clean or dust-off clothing or your body. Only OSHA approved nozzles should be used on air hoses. If you have any questions about the safe use of compressed air and nozzles, contact your work place supervisor.

Electricity

Never pull portable equipment or machinery by the electrical leads or cord. Unplug all electrical equipment by pulling on the plugs, not the cords. Never use electricity around water. If you have questions about the safe operation of electrical machinery and equipment, contact your work place supervisor.

Lifting

Do not lift more than you are safely able to lift. You know your limits. When lifting:

- Have a secure footing.
- Bend the knees and keep the back erect.

- Take a firm grip on the object and slowly straighten the legs.
- Get help when needed. Do not try to lift heavy objects alone.

Accidents On-the-Job

If you are injured on the job, you must report the accident to your work place supervisor and the LSI office. All accidents must be reported. Should you require medical treatment, LSI will direct you to their occupational medical provider.