



General Employee **SAFETY MANUAL**

PROFESSIONAL STAFFING SERVICES, INC. D/B/A RJ-STAFFING

Provided by: NYSIF

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The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought. © 2017-2018 Zywave, Inc. All rights reserved.

RJ-STAFFING recognizes that our people drive our business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by RJ-STAFFING's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

RJ-STAFFING is firmly committed to the safety of our employees. With the cooperation of our client companies, we will do everything possible to prevent workplace accidents, and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, RJ-STAFFING, and its client company.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the onsite supervisor on duty and your RJ-STAFFING representative.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, RJ-STAFFING, and its client company's policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, RJ-STAFFING, with the cooperation of its client companies, will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, RJ-STAFFING subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds RJ-STAFFING in higher regard with its client companies, and increases productivity. This is why RJ-STAFFING will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of RJ-STAFFING, with the cooperation of its client companies, is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of RJ-STAFFING and its client companies will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at RJ-STAFFING must be involved and committed to safety. 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 our livelihood.

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The primary responsibility of the employees of RJ-STAFFING is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe, and obey RJ-STAFFING's rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her onsite supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her onsite supervisor, an employee still has questions or concerns, he or she is required to contact their RJ-STAFFING representative.

NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she think is likely to cause injury or a health risk to themselves or others.

1. **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.
2. **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.
3. **Housekeeping:** The following areas must remain clear of obstructions:
 - Aisles/exits
 - Fire extinguishers and emergency equipment
 - All electrical breakers, controls, and switches
 - Eye wash/safety showers

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 any drips/spills immediately, and putting equipment and tools away as you are finished with them.

Injury Reporting: All work-related injuries must be reported to your onsite supervisor and RJ-STAFFING representative as soon as practicable. Failure to report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your RJ-STAFFING representative to discuss your progress. You must also give your RJ-STAFFING representative any paperwork that you received at the appointment.

At the sole discretion of the client company (since the nature of the work is temporary to begin with), RJ-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 she/he remains productive. Employees are required to return to work immediately upon release.

4. **Personal Protective Equipment (PPE):** Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.
 - a. Safety Glasses—must be worn at all times in designated areas in the facility.
 - b. Hard Hats—must be worn at all times in designated areas.
 - c. Gloves—work gloves must be worn at all 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.
 - d. Welding—appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
 - e. Respirators—only employees trained and authorized to use respirators are allowed to do so.
 - f. Hearing Protection—is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).
5. **Equipment Operation:** You must specifically be authorized by your RJ-STAFFING representative and trained by your onsite supervisor to operate the following:
 - Company vehicles,
 - Forklifts,
 - Machine and power tools,
 - Paint sprayers,

- Welders, and
- Cranes/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. Wear shoes that support your feet and are slip resistant. Wear steel toe work boots when required.

Never operate equipment unless authorized by your RJ-STAFFING representative and trained by your onsite supervisor to do so. 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 part.

6. **Ladders:**

- Inspect all ladders prior to each use;
- Ladders must be placed on secure footing;
- Only one person is allowed on a ladder at a time;
- Never stand on the top two steps of a stepladder;
- Always maintain 3-point contact when working on ladders;
- Never reach beyond arm length when working on a ladder; and
- Never use metal ladders when working on or around electrical equipment.

7. **Cranes/Hoists/Lifting Devices:**

- a. Inspect all cranes, hoists and lifting devices (slings, hooks, etc.) prior to each use. Never use damaged equipment.
- b. Never walk under a load suspended from a hoist or crane.
- c. Keep all personnel clear of the 'fall zone' of the crane/hoist.
- d. Know the weight of material being lifted. Never overload a crane/hoist.

8. **Lockout/Tagout**—prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.










Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

9. **Hazard Communication:**

- All RJ-STAFFING employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
- Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDSs detail the chemical contents, associated hazards and general safe handling guidelines. Ask your onsite supervisor or RJ-STAFFING representative for the SDS collection location at your worksite. Employees are free to utilize the SDS as needed.

- General rules for handling chemicals:
 1. Read all label warnings and instructions.
 2. Follow instructions for quantity. More does not mean better.
 3. Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 4. Always wash your hands after handling chemicals.
 5. If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 6. Any questions or concerns regarding chemicals should be reported to your jobsite manager and RJ-STAFFING representative.

- All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer 	<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases under pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin corrosion/burns • Eye damage • Corrosive to metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-reactives • Organic peroxides
			<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment*</p>  <ul style="list-style-type: none"> • Aquatic toxicity *under EPA jurisdiction 	<p>Skull & Crossbones</p>  <ul style="list-style-type: none"> • Acute toxicity (fatal or toxic)

10. **Confined Space Entry** – Only trained and authorized employees are permitted to enter confined spaces. If you believe that your job requires confined space entry, contact your onsite supervisor and RJ-STAFFING representative prior to undertaking the work. (Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmosphere, or entrapment hazards).

11. **Emergencies:**

- a. In the event of any serious injury or fire, call 911. Send someone to the facility entrance to meet the Fire Department. If in doubt, call 911.
- b. Upon discovering a fire, alert others in immediate danger and initiate facility-wide fire alarm.
- c. When the evacuation signal is given, all employees should immediately turn off equipment, close doors, and evacuate to their designated evacuation areas. Attendance will be taken to account for all personnel. Stay together in the group until further instructions are received.

- d. Do not attempt to fight any fire which is uncontained, too hot, too smoky, or if you are too frightened.
- e. To use a fire extinguisher, remember PASS:
 - P = Pull (the safety pin)
 - A = Aim (at the base of the fire)
 - S = Squeeze (the lever)
 - S = Sweep (side to side)

If you use a fire extinguisher, remember:

- Stay low,
 - Keep yourself between the fire and an exit,
 - Do not turn your back on a fire, and
 - Immediately report the use to your onsite supervisor.
- f. Do not touch blood or any other bodily fluid during or following an incident. If you are trained to administer first aid, gloves and other barriers are located with the first aid equipment. If you think that you have been exposed to bodily fluid, notify your onsite supervisor immediately.

12. **Company Vehicles and Driver Safety:**

- a. Only employees authorized by RJ-STAFFING are permitted to operate vehicles.
- b. No 'side trips' or personal use of company vehicles are permitted.
- c. Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.
- d. All local and state traffic regulations and signs must be followed.
- e. No unauthorized riders, hitchhikers, etc., are allowed.
- f. All moving violations resulting in points being assigned to your license must be reported to your onsite supervisor and RJ-STAFFING representative.
- g. Driving while under the influence of alcohol or other drugs is forbidden.

Employees driving their personal vehicles on company business must follow steps c through g, shown above.

13. **Electrical Safety:**

- a. Never operate or tamper with the electrical main switch or breakers. If applicable, you are authorized only to operate switches/disconnects on/for individual machines.
- b. Report all electrical problems and suspected problems to your onsite supervisor.
- c. All junction boxes, control boxes, connections, and other wiring must have covers securely installed to prevent accidental contact.

- d. Inspect all plugs, cords, and portable equipment prior to use.
- e. Report any damaged electrical equipment to your onsite supervisor. Only authorized personnel are permitted to make repairs.
- f. Extension cords are to be used only for temporary applications. Never stretch cords across aisles or areas where others may trip over them. Do not attach extension cords to the building or run them under rugs/mats or through walls.
- g. Any personal electrical devices must be approved by RJ-STAFFING and client company prior to use.

14. **Lifting:**

- a. If you need help moving material, request assistance.
- b. When you lift, use your leg muscles by squatting close to the load, preserving the curve in your back, spreading your feet, and lifting with your legs, keeping the load close to your body.
- c. When you turn holding an object, move your feet, and do not twist.

15. **Staying Safe** - Report any unsafe conditions or situations to your onsite supervisor and RJ-STAFFING representative. If you have suggestions on improving any aspect of safety in the facility, discuss it. If you are unsure of how to operate a piece of equipment or complete an assignment, **ask for help**. Asking for help when you are unsure reduces the chance of injury.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, will result in discipline, up to and including discharge.

When working at or visiting a client company location, employees are required to follow the above rules, as well as all client company rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a client company location, permission must first be secured from RJ-STAFFING and the client company contact.

1. Any work-related injury or suspected injury must be reported immediately to your onsite supervisor and to RJ-STAFFING. An Employer's First Report of Injury/Illness form must be completed. Failure to promptly report an injury may result in disciplinary action.
2. After each practitioner appointment, the employee must report to his/her RJ-STAFFING representative to review his/her progress with supporting documentation.
3. At the sole discretion of the client company (since the nature of the work is temporary to begin with), RJ-STAFFING provides light duty work for employees recovering from injury. If practicable, employees are required to return to light duty work immediately upon release.
4. RJ-STAFFING will require that the client company perform an accident investigation to determine the root cause of the accident. The injured employee may be asked to participate in the investigation.
5. Employees are urged to report hazardous conditions and "near miss" incidents to their onsite supervisors and RJ-STAFFING representative before injuries result.
6. Any attempt to defraud RJ-STAFFING with a false workers' compensation claim will result in disciplinary action. The case can also be referred to the district attorney for possible prosecution.

GENERAL EMERGENCY GUIDELINES:

- Stay calm and think through your actions
- Know the emergency numbers:
 - Fire/Police/Ambulance 911
 - Onsite Internal Emergency Number (if applicable)
 - Operator "0"
- Know where the stairwell exits are located
- In the event of any 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 emergency exits and equipment are located

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 a mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency, or if any employee is missing, an immediate report should be made to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- Wait for the official order to re-occupy the building.
- In the event of inclement weather, arrangements should be made for all personnel to move to shelter.
- Upon exiting the building, personnel should report for a headcount.

2. EMPLOYEE DISCOVERING A FIRE:

- Alert other persons in the immediate hazard area.
- Activate a fire alarm and call your onsite supervisor 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.*

- Notify your onsite supervisor where the emergency is located. He/she will relay this information to the appropriate party or 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 ("0") 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 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.
- RJ-STAFFING will make any necessary notifications to the emergency contact on record of the person suffering the medical emergency.

4. SEVERE WEATHER:

- If a severe weather report is issued, employees will shut down equipment and be instructed by onsite management where to go for safety.
- When the severe weather warning is cancelled, employees will be advised by onsite management that it is safe to return to work areas.

5. WORKPLACE VIOLENCE:

- Any employee who feels that she/he has been threatened should immediately report their concern to their onsite manager and to RJ-STAFFING.
- 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 their onsite manager and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

*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 RJ-STAFFING so that a prevention plan can be developed.

1. Smoking is not allowed in any interior area of the building. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the facility.
3. Hot work: contractors performing hot work (welding, grinding, flame cutting, brazing, soldering, etc.) must contact their onsite supervisor for approval prior to the start of the work.
4. Only space heaters provided by the company are approved for use within the facility. 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 the building at any time. If you feel that there is a work-related need to use a flammable chemical, ask your onsite supervisor 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. RJ-STAFFING or onsite management 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 your onsite supervisor and RJ-STAFFING representative.
7. The following areas must remain clear and unobstructed at all times:
 - Exit doors,
 - Aisles,
 - Electrical panels, and
 - Fire extinguishers.

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 RJ-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.

RJ-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.

RJ-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 and RJ-STAFFING representative no later than the end of the shift on which the injury occurs.
- If there seems to be a reasonable connection between the incident and the use of drugs or alcohol, the employee may be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
- You must cooperate with the completion of an Employer's First Report of Injury/Illness form.
- When medical treatment is sought, the injured employee must advise their RJ-STAFFING representative that they are seeking treatment and obtain completed Return to Work forms as required by NYSIF. Regardless of the choice of physicians, the Return to Work forms must be completed for each practitioner visit. RJ-STAFFING will not accept a general note stating that you are only to be off work.
- Under this program, at the sole discretion of the client company (since the nature of the work is temporary to begin with), temporary light duty work may be available for up to sixty (60) days (with a review of your progress every 30 days), if practicable, while you are temporarily unable to work in your regular job capacity. If practicable, 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, if practicable, 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 RJ-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 RJ-STAFFING. You must also have your practitioner complete the required Return to Work forms.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible and practicable. 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 forms 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, and no temporary light duty positions are guaranteed, due to our client companies' staffing needs and the nature of temporary assignments.
- 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 RJ-STAFFING representative.

1. All RJ- STAFFING employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDSs detail the chemical contents, associated hazards and general safe handling guidelines. Ask your onsite supervisor or RJ-STAFFING representative for the SDS collection location at your worksite. Employees are free to utilize the SDS as needed.
3. General rules for handling chemicals:
 - Read all label warnings and instructions.
 - Follow instructions for quantity. More does not mean better.
 - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to your onsite manager and RJ-STAFFING representative.
4. All chemical containers must be labeled to identify contents and hazards. Labels will include:
 - Product Identifier: The chemical's name and a list of the substance(s) it contains.
 - Supplier Information: Name, address, and phone number of the chemical's manufacturer or supplier.
 - Pictogram: A symbol plus other graphic elements, such as a border, background pattern, or color that conveys specific information about the dangers of a chemical. Each pictogram consists of a different symbol on a white background within a red square frame set on a point (i.e. a red diamond). There are nine pictograms under the GHS. However, only eight pictograms are required by OSHA.
 - Precautionary Statement: One or more phrases that describe recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling of a hazardous chemical.
 - Signal words: A single word used to indicate the relative level of severity of the hazard and alert the reader to a potential hazard on the label. The signal words used are "danger" and "warning." "Danger" is used for the more severe hazards, while "warning" is used for less severe hazards.
 - Hazard Statement: A statement assigned to a hazard class and category that describes the nature of the hazard(s) a chemical presents. Each hazard statement has designated a code to help for reference purposes, but the actual phrasing must appear on the label.

Safety:

1. Never leave file drawers open, or open multiple file drawers at once.
2. Do not stack heavy or bulky objects on top of cabinets.
3. Do not store frequently used objects above shoulder height or below knee height.
4. Never reach into office machines without turning them off and unplugging them if possible.
5. Keep your work area free of trip hazards such as storage in walkways, cords across aisles, and damaged floor coverings.
6. Inspect step stools/ladders before use. Be sure to keep a stationary object in front of you when using a step stool to provide stability.
7. Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three point contact (hand on rail and feet on stairs).
8. Never use defective or broken equipment. Report these problems to your onsite supervisor or RJ-STAFFING representative.

Security:

1. Always be aware of your surroundings. Keep your head up and hands out of your pockets while walking to and from your car.
2. Immediately report any suspicious activity or persons to your onsite supervisor and RJ-STAFFING representative. And immediately report any theft to your onsite supervisor or RJ-STAFFING representative.
3. When parking, remove all valuables from sight and lock car doors.
4. Do not enter an elevator car if you are concerned about other riders; instead, wait for the next car.
5. Keep all valuables (money, purse, jewelry, etc.) out of sight when at your desk. Do not bring large sums of money or other valuables into the building.
6. Secure laptop computers, PDAs, and other small electronic devices before leaving your workspace for extended periods of time (lunch, meetings, etc.).
7. If you are working alone and are in the office before or after regular business hours, on weekends, or holidays, observe these additional guidelines:
 - Be sure doors close and lock after you.
 - Turn on lights as you move through the building.
 - Always be aware of the closest telephone (do not hesitate to call 911 if you feel threatened).
 - Be sure that someone at home knows that you are at work and is expecting you to check in by a specified time.
 - As you leave the office, be sure to turn off all equipment, lights, etc., after use.
8. Weapons, including firearms, knives with blades longer than two inches, bow/arrow, pepper spray (mace, tear gas), and clubs, are not allowed on R-J STAFFING or its client companies' property.

RJ-STAFFING does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with RJ-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 RJ-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 onsite supervisor and RJ-STAFFING representative. Appropriate action will be taken with respect to violation of this policy by any non-employee.

1. If you believe that you are being subjected to workplace harassment, you should:
2. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
3. Report the incident immediately to your onsite supervisor/manager and RJ-STAFFING representative.
4. 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 RJ-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.

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.

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 must be reported to OSHA **within eight hours**. Any in-patient hospitalization, amputation, or loss of an eye must be reported to OSHA **within 24 hours**. This report can be submitted to a local OSHA office (in phone or in person) or the central OSHA office (1-800-321-OSHA (6742) or TTY 1-877-889-5627). A [website](#) for reporting this information online is still under development.
3. Have a representative of your company contact the employee's next of kin to inform her/him of the circumstances. 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). 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 RJ-STAFFING or the client company's procedure for bloodborne pathogens in cleaning any bodily fluid spills.
9. Consider meeting with employees in small groups to discuss, in general terms:
 - a. The serious accident that occurred.
 - b. That all the necessary steps were taken to care for the person involved.
 - c. That an accident investigation is being performed.
 - d. That all employees will be kept informed.
 - e. 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.

Bloodborne Pathogens

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.

1. 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.
2. 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.
3. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call your onsite supervisor immediately for instructions.

Respirable Crystalline Silica

Employees will take steps to limit their exposure to respirable crystalline silica in accordance with OSHA standards. A final rule from OSHA that sets the permissible exposure limit (PEL) for respirable silica to 50 micograms per cubic meter of air (50 $\mu\text{g}/\text{m}^3$) came into effect on June 23, 2018. Starting on this date, employees must the client company's written exposure plan for respirable silica at all times. Also starting on this date, employees who are exposed to levels of respirable silica at or above the PEL for 30 or more days a year will be offered medical examinations at least once every three years. These medical examinations will be offered to employees exposed to silica levels at or above OSHA's action level for respirable silica (25 $\mu\text{g}/\text{m}^3$) for 30 or more days a year beginning on June 23, 2020.