

## (7) SAFETY ACKNOWLEDGMENT 10-1-02

We don't want you to get hurt on the job. You must take responsibility for yourself at your work site. As a USA Staffing employee, you are not allowed to do anything that you have not been properly trained to do. If you have doubts or questions about the safety at your job site, call the USA Staffing office.

You may be required to wear safety equipment. Equipment issued to you must be worn on the job site. Industrial assignments will require long pants and work shoes or boots. Sandals, open-toed shoes, sleeveless shirts, shorts or haltertops are not permitted. Torn or frayed clothing or clothes with offensive printed slogans will not be allowed.

**The following are NON-APPROVED working conditions:**

- **Working with or transporting explosive, flammable, toxic, radioactive or corrosive materials**
- **Operating power hand tools including saws, drills, sanders, grinders, routers or hedge trimmers**
- **Operating machinery including punch or drill presses and lathe, stamp, rivet, or milling machines**
- **Working on ladders, stools, catwalks, rooftops, elevated platforms or scaffolding**
- **Working below ground level, in confined spaces, manholes, pits, large tanks, trenches, or any excavation**
- **Operating, or riding in or on any motor vehicle or powered industrial vehicle (*without prior written approval*)**
- **lifting anything heavier than 50 lbs without a mechanical aid and/or other persons**

IF YOU ARE ASKED TO WORK UNDER ONE OF THESE **NON-APPROVED** WORKING CONDITIONS, CALL THE USA STAFFING OFFICE IMMEDIATELY!

USA Staffing has developed these safety rules patterned after the Federal OSHA requirements. Read and become familiar with these rules, and other safety rules that apply to your job.

1. **Report an injury to your supervisor immediately.**
2. **Be alert to hazards that could affect you and your co-employees and report any observed unsafe conditions to your supervisor.**
3. **Horseplay is prohibited at all times.**
4. **The drinking of alcoholic beverages is not permitted on the job. Any employee detected under the influence of alcohol or drugs will not be permitted to work.**
5. **Where the hazard of falling objects exists, an approved hard hat must be worn.**
6. **Appropriate clothing and footwear must be worn on the job site at all times.**
7. **You should not perform any task unless you are trained to do so and are aware of any hazards.**
8. **You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.**
9. **Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.**
10. **Never remove or bypass safety devices.**
11. **Do not approach operating machinery from the blind side; always let the operator see you.**
12. **Learn where fire extinguishers, eye wash stations, and first aid kits are located.**
13. **Maintain a general condition of good housekeeping in all work areas at all times.**
14. **Obey safety signs and tags.**
15. **Always perform your assigned tasks in a safe and proper manner; do not take shortcuts. Taking shortcuts and ignoring established safety rules are a cause of employee injury.**

I \_\_\_\_\_ have received a copy of the USA Staffing Policy and Procedure Handbook. I have read and understand all the information provided to me, and/or have watched the safety video. I acknowledge that safety is each person's responsibility and will strive to work safely. I agree that it is my responsibility to perform my job duties in compliance with these policies and procedures. I agree to report any injuries, unsafe conditions, or unsafe work practices immediately to my job assignment coordinator and the USA Staffing office. Failure to do so may be grounds for release.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date