

Quick Temps, Inc. General Safety Rules

These general safety rules are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations you may encounter while employed with Quick Temps, Inc. It would be impossible to cover every work situation, so please think first act second. If you are in doubt about the safety of any condition, practice or procedure consult your supervisor for guidance.

1. **ACCIDENT REPORTING:** Report all accidents or near misses to your supervisor before the end of your shift. Falsification of company records, including employment applications, time records or safety documentation will not be tolerated.
2. **HAZARD REPORTING:** Employees are responsible for notifying a supervisor immediately of any unsafe condition or practice.
3. **ALCOHOL OR ILLEGAL DRUGS:** No illegal drugs or alcohol will be tolerated on a job site. Employees must notify their supervisor of any prescription use.
4. **SEAT BELTS:** All employees who drive or ride in vehicles while on company business must wear seat belts.
5. **HORSEPLAY:** Wrestling, running, pushing, throwing any item in play or other disorderly conduct is forbidden while on the job.
6. **MACHINERY:** Report broken or malfunctioning equipment to your supervisor. Only trained authorized employees are permitted to repair or service equipment and then only after disconnecting all power sources and locking out equipment. Only equipment with all required guards will be used. Ask your supervisor for the proper and safe use of any equipment.
7. **HAZARDOUS MATERIALS:** Follow proper use and handling for all hazardous materials. Do not use any chemical if you are unfamiliar with the hazardous properties or have not received and been trained on the required protective equipment.
8. **HOUSEKEEPING:** All employees must keep their work area clear of debris or other tripping or slipping hazards. Debris must be disposed of properly.
9. **PERSONAL PROTECTIVE EQUIPMENT:** Employees must practice proper use, care and storage of all personal protective equipment.
10. **SIGNS/LABELS:** Pay attention to all signs and labels. They are for your safety.
11. **CONCENTRATE:** Most accidents can be avoided by concentrating. Always be aware of your surroundings and what is going on around you. Safety is a full-time job.

I, _____, have read/been read and understand the safety rules of Quick Temps, Inc. I agree to act in accordance with the above safety rules at all times while working, and understand any violation is cause for disciplinary action including termination.

Date _____