



Safety? We have an APP for that!



Carlton Staffing's Accident Prevention Program

Employee Safety Handbook



Message from our President

It is my pleasure to welcome you to the Carlton Staffing team! As one of our valued employees, your safety while on assignment is our top priority. Since we do not directly supervise our employees while they are at our clients' locations, it is important that we work together to ensure that you are working in a safe environment at all times. Our Accident Prevention Program and this safety handbook have been prepared to provide information regarding:

- (1) our commitment to your safety, and*
- (2) your role in maintaining a safe workplace.*

*Carlton Staffing expects that each employee will do their part to prevent accidents and immediately report any safety hazards or concerns. With your help we can reach our goal of **zero accidents and zero injuries!***

All the best,

Annette Monks, CTS

President



Carlton Staffing APP/Employee Safety Handbook

Carlton Staffing's Accident Prevention Program (APP) was designed to maintain and improve health and safety in our work environment. We will provide you with a general safety orientation and inform you of the job requirements for each assignment. The supervisor(s) at the client location(s) will provide you with any job specific safety training and information about the facility at which you will be working. If you are ever unsure about the safety policy in a specific situation, we expect and encourage you to ask questions.

Safety Policy/Our Responsibilities

The team at Carlton Staffing believes it is essential to ensure a safe and healthy workplace for all of our employees. Therefore, our policy focuses on **accident prevention** in all phases of our operation. We will communicate and enforce our established safe practices with the expectation that they will be followed at all times by all employees.

The prevention of accidents is important to all of us at Carlton Staffing as well as to our client companies. It is our policy that each Branch Manager, Operations Manager, Staffing Consultant, and Sales Representative makes the safety of each employee an integral part of his or her job duties. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Safety Rules/Your Responsibilities

Accidents happen for two (2) reasons: **UNSAFE ACTS** and **UNSAFE CONDITIONS**. An **unsafe act** is when someone does something unsafe such as running at work, not wearing personal protective equipment, violates safety rules or performs a task for which he/she is not trained. An **unsafe condition** is a situation where the

work place hazards have not been eliminated or controlled. Examples include slippery floors, improper lighting and exposed machine hazards.

Every employee of Carlton Staffing is expected to follow our general safety rules as well as the safety rules for your specific job assignment. No one wants to get injured nor do we want to see a fellow employee injured on the job. We must all do everything in our power to PREVENT accidents. In order to do that, all employees must follow these general safety rules:

- Employees must be trained AND authorized to:
 - Operate, repair, or adjust machinery & equipment;
 - Work on or near exposed energized electrical parts or electrical equipment;
 - Enter a confined space;
 - Use or dispense chemicals;
 - Use forklifts or other vehicles;

- All employees must comply with the following safety rules:
 - **Follow all safety rules and precautions at all times;**
 - No fighting or horseplay on the job and/or at the worksite;
 - Sleeping is not allowed while on assignment/at the job;
 - Smoking is only allowed in the designated areas, and at designated times;
 - Do not manually move or lift heavy loads (over 50 lbs). Ask for assistance.
 - Know the location of all Fire and Emergency exits;
 - Keep exits, fire extinguishers, and emergency equipment clear of all obstacles;
 - Do not bring firearms, weapons or explosives on Carlton Staffing or client property;
 - Do not use, possess, sell, or be under the influence of illegal drugs;
 - Do not misuse prescription drugs, and use good judgment when taking prescription or over-the-counter medicines while working as they may make you drowsy and/or impair your ability to do your job;
 - Do not consume or be under the influence of alcohol on Carlton Staffing or client property or while on duty.

- Immediately report the following to the Client Supervisor and Carlton Staffing:
 - All work-related injuries and illnesses (see “**What to do if you’re injured at work**”);
 - All unsafe acts or unsafe conditions;
 - All property damage or near-miss accidents.



Emergency Plans and Actions

Carlton Staffing has developed general emergency plans to cover actions in a fire, chemical release, medical emergency and severe weather/evacuation. You will receive specific training on your actions in each of these areas by the client supervisor.

Emergency Actions:

- Injury/Illness: Report all accidents, injuries, or illnesses to the client supervisor. The client supervisor will contact **Medcor** – 24/7 Injury Triage - and a Registered Nurse will assess your injury and recommend an appropriate course of action.
- Fire or Chemical Release: Notify any supervisor and other employees. Stand clear of the area. Exit the work location to your designated assembly area. For the exact location of the designated assembly area, ask the client supervisor.
- Evacuation: Remain calm. Do not run. Know the evacuation routes from the building to which you are assigned – they are posted throughout each of the client locations. Follow the client supervisor's instructions for exiting the area. Assemble in the designated area for your department. Inform your client supervisor that you are out of the building.

Reporting Accidents, Injuries, Violations, or Near-Misses

Report all accidents and injuries IMMEDIATELY to your client supervisor and Medcor – see “What to do if you’re injured at work.” If the injury is serious, dial 911 for medical aid. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury.

All employees are required to report not only all accidents and injuries, but also safety violations and near-misses to Carlton Staffing and the client supervisor. This is a very important part of our safety program. We must be aware of any hazards in order to eliminate them and make the workplace safer for everyone.

Return to Work Policy

Carlton Staffing is committed to getting injured workers back to work. We expect all employees to fully cooperate with all medical staff and investigators with the goal of returning an injured employee to work as soon as medically possible. Light duty, modified duty, and full duty positions may be offered to an injured worker with the expectation that if approved by the attending physician, the injured worker will accept the appropriate position. Failure to accept a bona-fide return-to-work job offer or an attempt to fraud Carlton Staffing may be grounds for termination of temporary income benefits and may also result in disciplinary action up to and including termination of employment with Carlton Staffing. In some cases, the modified duty may be offered through our partnership with **ReEmployAbility**, and your assignment may be with a local non-profit organization for the term of your rehabilitation.

Safety Disciplinary Policy

Carlton Staffing employees are expected to use good judgment when doing their work and to follow all established safety rules. Our disciplinary policy was designed to provide appropriate consequences for failure to follow safety rules. This policy was not designed to punish, but rather to make you aware of unacceptable behavior and guide you to make the necessary corrections. In addition, ALL employees are expected to follow the Carlton Incident Reporting Procedures as outlined later in this handbook and may receive a safety violation for failing to do so.

- First safety violation
 - Written warning to file and additional safety training
- Second safety violation (same as First safety violation)
 - Possible termination of employment after review of circumstances
- Second safety violation (different from First safety violation)
 - Final Written warning to file and additional safety training
- Third safety violation of any kind
 - Possible termination of employment after review of circumstances

An employee may be subject to immediate termination when:

- a safety violation places the employee or co-worker at risk of serious injury;
- a safety violation causes significant damage to the client's property;
- failing or refusing to submit to a post-accident drug test.



Commitment to SAFETY:

We will do our best to provide adequate training to each employee prior to an assignment. However, if you are ever unsure about how to do a job or task safely, it is your duty to ask a qualified person (client supervisor or Carlton Staffing Consultant) for assistance. We expect all employees to participate in our goal of accident prevention. Unsafe conditions must be reported immediately, and you will be expected to assist a fellow employee if needed to ensure we are all working safely. Everyone is responsible for SAFETY.



What to do if you're injured at work

1. Report the incident immediately to your client supervisor.
2. The supervisor will call **Medcor 24/7 Injury Triage**.
3. **Medcor's** call center is staffed by Registered Nurses specially trained in workplace injury triage. You will speak with a triage nurse who will gather information about the incident, assess the injury, and then recommend a treatment that is medically appropriate for the specific case.
4. You will be given treatment information (if needed) and can call back anytime if your symptoms change or if you have additional questions - at no charge to you.
5. Your statement regarding the circumstances surrounding the incident will be required within 24 hours following the injury (except in cases of emergency) and must be given to a Carlton Staffing representative.
6. Contact a Carlton Staffing representative if you have any questions about this process.



Acknowledgment of Carlton Staffing's Accident Prevention Program

*I have been given a copy of the **Carlton Staffing Accident Prevention Program - Employee Safety Handbook**. I have been instructed in and understand the safety rules and regulations in that handbook. I agree to follow all rules and expectations while on assignment and/or while on the client's worksite.

*If I have any questions concerning safe performance of my job or safety at the worksite in general, I will speak to my immediate supervisor. If I still have questions after speaking with my immediate supervisor, I will contact a Carlton Staffing Consultant for assistance.

*I also acknowledge that I have been informed about Carlton Staffing's "**What to do if you're injured at work**" procedure. If I have an injury or illness on the job, I am to report it immediately to the client supervisor and follow the instructions for contacting **Medcor – 24/7 Injury Triage** immediately.

By signing below, I understand that I am responsible for SAFETY and that I am expected to follow all safety rules and regulations to help achieve the goal of a safe and healthy workplace for all employees.

Employee Signature

Date

Carlton Staffing Representative

Date