



# Safety Orientation and Training Guide Office Employees

## MANPOWER SAFETY COMMITMENT

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Manpower is committed to the safety of all our employees, both temporary associates and colleagues. Concern for our employees' health and well-being is and will remain a top priority at all levels.

We are committed to providing a safe working environment for all associates and will not knowingly assign you to a client whose premises or work areas are unsafe or present uncontrolled hazards.

Manpower will provide general safety training while our client will provide site-specific safety training. We abide by all safety regulations and guidelines set forth in federal, state and local statutes and will integrate best safety practices and programs into our operational activities and procedures throughout the organization

## ASSOCIATE SAFETY COMMITMENT

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Please carefully read each section and ask questions if you need clarification. Additional information will be covered in the "New Associate Safety Orientation" section. To make the workplace safe for you and your fellow associates, it is your responsibility to adhere to the following, including, but not limited to:

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|------------------------------|--|
| <b>HAZARD REPORTING</b>      | Immediately report hazards or other safety concerns to your Lead/Supervisor and Manpower Representative. Do not wait for someone else to report.   |
| <b>INCIDENT REPORTING</b>    | Report any injury, illness or near-miss to your Lead/Supervisor and Manpower Representative as soon as possible, whether you or a co-worker was involved.  |
| <b>DRUG/ALCOHOL USE</b>      | It is strictly prohibited to consume, possess or be under the influence of alcohol, illegal drugs, or prescription medication that is a potential safety hazard while performing work as directed by Manpower and/or the client to which you are assigned to.  |
| <b>SAFETY POLICIES/RULES</b> | For your safety and for those around you, it is imperative that you follow both the Client's and Manpower's safety policies/rules (refer to the Associate Handbook), including but not limited to: wearing PPE when required, practicing safe lifting techniques, and following the hazard communication standard.   |
| <b>SAFE LIFTING</b>          | Follow proper lifting procedures. When lifting, keep item within the "Safe Lifting Zone" – area between your mid-thigh and chest. Bend with your knees, not your back. Do not lift anything that is more than 50 lbs. without a team lift, and ask for assistance when lifting anything that is awkward or too heavy.  |
| <b>BLOODBORNE PATHOGENS</b>  | Site-specific training will be provided as required. Unless trained and authorized to do so, <b>DO NOT</b> attempt to clean-up blood or any other body fluids that are not your own. Treat all human body fluids as if it is known to be infectious.   |
| <b>GENERAL AWARENESS</b>     | You play a key role in your safety. It is your responsibility to: <ul style="list-style-type: none"><li>✓ Ask questions when you are not sure of how to perform a task.</li><li>✓ Ask for assistance when you are unable to safely perform a task.</li><li>✓ Not take risks or put you or others in an unsafe situation.</li><li>✓ Notify Manpower immediately if you are asked to complete a task or perform a job for which you have not been trained or authorized.</li></ul> |

Be aware of your surroundings and adhere to all safety rules and regulations. If you see something unsafe, stop, and notify a member of management. Your safety, and those around you, is of utmost importance.

# NEW ASSOCIATE SAFETY ORIENTATION

The safety practices covered in this orientation are conditions of employment and are not optional. When you are offered an assignment Manpower will explain what your duties include. Any variance to these duties must be approved by Manpower prior to performing the task(s). Please carefully read each section.

## INJURY NOTIFICATION

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Manpower and our clients are committed to providing the safest work environments; however, injuries still may occur. It is your responsibility to contact Manpower as soon as possible if you sustain an injury; even if it is minor (you should also seek first aid treatment, if needed). Never assume someone has contacted Manpower for you. Proper notification is important to protect your rights under Workers' Compensation legislation. This will also ensure that you receive proper medical treatment, expedite your return to work, and protect others from suffering the same injury.

If you sustain an injury that requires medical attention, please note the following:

- ✓ Your Manpower Representative will conduct an investigation of the accident. For your protection and care, it is important that you cooperate with this process. **Note:** Manpower thoroughly investigates all claims of injury and will aggressively pursue legal action against fraudulent claims.
- ✓ You may be required to submit to a drug screen if there is reasonable suspicion that drugs/and or alcohol may have contributed to the incident.
- ✓ Manpower will help you return to work as quickly as possible. We are able to accommodate most restrictions or limitations to get you back to work.

## GENERAL SAFETY RULES

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Before beginning work it is important to know the rules for working safely. It is your responsibility to follow the safety rules at the client site, as well as rules and guidelines established by Manpower, which include, but are not limited to:

1. Unsafe hazardous working conditions or unsafe actions by your co-workers must be reported to your supervisor and Manpower Representative.
2. Horseplay or any unauthorized activity is not permitted on the job site. Do not engage in athletic events or sports during work hours.
3. Manpower does not expect you to take any unnecessary risks.
4. Use the handrails on stairs and other elevated places.
5. Obey warning signs and tags.
6. Report to work in appropriate clothing suitable for the type of work you will be performing.
7. Common sense, health and sanitation rules must be observed for the welfare and consideration of other associates.
8. Try not to work alone, but if you must, tell someone where you are going and how long you will be.

All safety regulations will be strictly enforced. *Additional rules can be found in the Associate Handbook.*

## SPECIFIC SAFETY PRACTICES

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Let's take a look at the specific safety practices that apply to keeping you safe while working on Manpower job assignments.

## 1. HAZARD COMMUNICATION

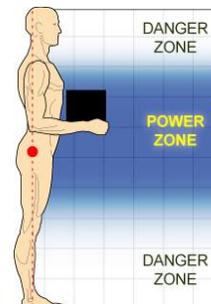
The Hazard Communication Standard (29 CFR 1910.1200) was created by the Occupational Safety and Health Administration (OSHA) with the intent to protect you from accidental contact with chemicals. The Standard provides you with the Right-To-Know about the chemicals you may encounter on the job and explains how to protect yourself from the hazards associated with these chemicals. The client to which you are assigned will provide you with the necessary training and education should this standard apply to you.

## 2. SAFE LIFTING

Proper lifting techniques are crucial to reducing your exposure to these types of injuries. When lifting objects; body posture and positioning play a key role. The safe lifting zone is the area between the mid-thigh and chest. Lifts should be made within the Safe Lifting Zone whenever possible. In addition to lifting objects within the safe lifting zone, remember to always lift objects using the strength of your legs, not your back.

When lifting an object always practice the following safe lifting techniques:

- ✓ Move in close to the load
- ✓ Bend at your knees (not at your waist)
- ✓ Keep your back straight and avoid unnecessary lifting
- ✓ Hold the load close to your body
- ✓ Lift the material using the strength of your legs (not your back)



If the material is too heavy for one person to lift, use a mechanical aid such as a dolly or a team lift with someone who is equal in strength.

## 3. GOOD HOUSEKEEPING

Good Housekeeping is a term that describes the practice of keeping the workplace neat and orderly. Storing materials properly, maintaining adequate space to move through or work in the area are all easy actions to take for preventing accidents. In addition, good housekeeping also allows for more efficient job performance.

## 4. SLIP, TRIP, FALL EXPOSURES

One of the most common types of accidents at client site is: slip, trip, and fall accidents. Many slip, trip and fall accidents are caused by unsafe actions or work practices that could be easily corrected. To prevent a slip, trip, fall accident one of the most important actions you can take is to slow down, and move at a steady pace. Report any safety concerns to your supervisor.

Other preventative measures include:

- ✓ Pay attention to walking surfaces, and note changes in heights, the presence of curbs, etc....
- ✓ Make wide turns at corners
- ✓ Wear slip-resistant shoes, when appropriate
- ✓ Keep your hands free for balance and out of your pockets
- ✓ Make sure you can see over the load you are carrying
- ✓ Keep your work area clean and free of clutter
- ✓ When sitting in a chair, keep chair legs on the floor at all times
- ✓ Follow your client's site rules regarding footwear
- ✓ Keep the bottoms of your shoes clean
- ✓ Clean up spills immediately



## 5. EMERGENCY PROCEDURES

Emergencies due to fire, severe weather, and national events can occur at any time. Be aware of all evacuation routes, exits, and assembly and shelter areas at your workplace. Take part in evacuation drills and training sessions. Do not use elevators to evacuate and remain in the designated areas until authorities give the "all clear" signal.

## TRAINING VERIFICATION

Please verify your understanding of this training material and safety commitment by completing the **Office Safety Training Record**. Any questions, please contact your Manpower Representative.