

# Safety Orientation and Training Guide

# Industrial

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## 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:

- HAZARD REPORTING** Immediately report hazards or other safety concerns to your Lead/Supervisor and Manpower Representative. Do not wait for someone else to report.
- INCIDENT REPORTING** 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.
- DRUG/ALCOHOL USE** 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.
- SAFETY POLICIES/RULES** 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.
- SAFE LIFTING** 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.
- BLOODBORNE PATHOGENS** Site-specific training will be provided as required. Unless trained and authorized to do so, **DO NOT** 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.
- SAFE OPERATION** The following are strictly **prohibited**:
- ✓ Operation of any equipment, machinery, vehicle, and powered industrial trucks (i.e. fork trucks) for which you are not trained and authorized.
  - ✓ Operation of equipment/machinery without adequate guarding.
  - ✓ Removing or tampering with machine guarding.
  - ✓ Bypassing a guard, including placing any part of your body past a guard.
- GENERAL AWARENESS** You play a key role in your safety. It is your responsibility to:
- ✓ Ask questions when you are not sure of how to perform a task.
  - ✓ Ask for assistance when you are unable to safely perform a task.
  - ✓ Not take risks or put you or others in an unsafe situation.
  - ✓ Notify Manpower immediately if you are asked to complete a task or perform a job for which you have not been trained or authorized.

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. All safety regulations will be strictly enforced. 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. Always work at the speed which is consistent with safety.
5. Use the handrails on stairs and other elevated places.
6. Always inspect tools and equipment before use.
7. Work clear of suspended loads.
8. Obey warning signs and tags.
9. Only operate equipment that you have been trained and authorized to run safely.
10. Remove jewelry before performing work that involves climbing, material handling or operating mechanical equipment.
11. Never reach over moving parts of machinery or equipment.
12. Never operate machinery or equipment that has removed or missing guards.
13. Report to work in appropriate clothing suitable for the type of work you will be performing.
14. Wear protective equipment, as required.
15. Common sense, health and sanitation rules must be observed for the welfare and consideration of other associates.
16. 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

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

### 1. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is designed to protect you from serious workplace injuries or illnesses. All Manpower associates are required to use PPE when designated. If it is not used properly it is not effective in keeping you safe. Prior to beginning work each day; be sure you know what PPE is necessary to safely do your job. Here are some common types of PPE that you might be required to wear:

**EYE PROTECTION** Safety glasses, face shields, and welding helmets are types of commonly used eye protection. Make sure your eye protection fits correctly and that you properly store it.

**FOOT PROTECTION** Foot injuries can be avoided with proper use of foot protection. Boots and leather shoes offer adequate protection from many of the hazards encountered in the workplace. Many work environments require the use of steel toed shoes or boots. The steel toe helps protect feet from crush or laceration injuries.

**HEARING PROTECTION** Hearing protection may be required if there is noise exposure. Types of protection include: disposable ear plugs, reusable ear plugs, headband plugs, and ear muffs.

**HEAD PROTECTION** When the possibility of injury from falling objects or flying objects exist, head protection is required. The most common type of head protection is the hard hat. A traditional hard hat is made up of an outer shell and a suspension system that is designed to protect the head from heavy blows or other trauma.

**HAND PROTECTION** Gloves are designed to protect the hand from numerous hazards, including: lacerations, burns, punctures, and caustic chemicals. Gloves can be made of leather, mesh, cotton or other rubber and should be chosen depending on the job.

Always take good care of your PPE after each use. If you are unsure of what PPE to use or how to wear it, notify your supervisor. In addition, report damaged/defective PPE to your supervisor immediately. Remember that all PPE must be approved by your supervisor or Manpower Representative and meet all applicable standards.

### 2. 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.

OSHA defines a hazardous chemical as one that presents a physical or health hazard to the user. Physical hazards of a chemical include flammability, sensitivity to sudden releases of pressure or reactivity. Health hazards include chemicals that contain carcinogens which cause cancer, toxins, reproductive toxins, irritants, corrosives and sensitizers. A health hazard can be acute, occurring immediately, such as contact with a corrosive that can burn the eye or skin. A chronic health hazard causes problems over a long period of time, such as cancer.

Although chemicals can be dangerous, they are an essential part of the work environment. With knowledge and proper work practices, chemicals can be used safely. It is critical that both the employer and associate work together, and adhere to the following requirements of working safely with chemicals:

1. Employers must establish and maintain a chemical inventory.
2. The employers must provide Safety Data Sheets (SDS) for each chemical used in the workplace.
3. Associates must know where the SDS's are located and how to read them.
4. Both employer and associate must ensure that chemical containers and transfer containers are properly labeled.

5. Employers must thoroughly train associates on the chemicals they will be using.
6. Employers must maintain a Written Hazard Communication Program and associates must understand the plan and know where it is located.

## **Safety Data Sheets (SDS)**

The SDS is another critical aspect of working safely with chemicals. The SDS provides all the additional information on a chemical that cannot be placed on an external container label. In most cases employers will have a binder or on-line listing that contains every SDS for every chemical used in the workplace.

### **SDS SECTIONS**

#### **Section 1: IDENTIFICATION**

This section describes the chemical's identity. It will contain the name of the chemical, trade names, and the name, address and telephone number of the manufacturer. Other information may include emergency telephone numbers, Department of Transportation (DOT) hazard class, and DOT shipping name.

#### **Section 2: HAZARD(S) IDENTIFICATION**

This section lists the Globally Harmonized System (GHS) classification of the chemical and GHS label elements, including any precautionary statements, and may also include hazards not covered by GHS.

#### **Section 3: COMPOSITION/INFORMATION ON INGREDIENTS**

This section includes the chemical identity, common name, synonyms, and the chemical identity and concentration of all hazardous ingredients in a mixture. The only time the specific properties and ingredients of a chemical will not be available to you is when that chemical is protected by a trade secret. In cases like this the manufacturer must explain all other hazards and precautions with the chemical.

#### **Section 4: FIRST AID MEASURES**

This section describes the necessary first aid measures, subdivided according to the different routes of exposure. These measures list the most important symptoms and effects, both acute and delayed, and whether there is immediate medical attention and special treatment needed.

#### **Section 5: FIRE-FIGHTING MEASURES**

This section describes fire-fighting measures, including: extinguishing equipment, specific hazards arising from the chemical and special protective equipment and precautions for firefighters.

#### **Section 6: ACCIDENTAL RELEASE MEASURES**

This section outlines personal and environmental precautions, protective equipment and emergency procedures, as well as any methods and materials for containment and clean-up.

#### **Section 7: HANDLING AND STORAGE**

This section describes any precautions and incompatibilities for safe handling and storage.

#### **Section 8: EXPOSURE CONTROLS/PERSONAL PROTECTION**

This section outlines control parameters, appropriate engineering controls, and individual protection measures, such as personal protective equipment. Worker exposure limits are also included. Permissible Exposure Limit (PEL) or Threshold Limit Values (TLV), dictate how much of that chemical an employee may safely be exposed to. The lower the permissible exposure limit, the more hazardous the chemical is. The PEL is set by OSHA and is considered to be the law. The TLV is set by the American Conference of Governmental Industrial Hygienists (ACGIH) and in most cases is voluntary and more stringent than PEL.

#### **Section 9: PHYSICAL AND CHEMICAL PROPERTIES**

This section describes the chemicals properties, such as: appearance, odor, pH, melting/freezing point, boiling point, flash point, evaporation rate, flammability, vapor pressure/density and solubility.

#### **Section 10: STABILITY AND REACTIVITY**

This section lists the chemical stability, possibility of hazardous reactions, conditions to avoid (i.e. static discharge, shock or vibration), incompatible materials, and hazardous decomposition products.

#### **Section 11: TOXICOLOGICAL INFORMATION**

This section describes the various health effects such as: likely routes of exposure, symptoms, delayed and immediate effects (and chronic effects) and numerical measures of toxicity.

#### **Section 12: ECOLOGICAL INFORMATION**

#### **Section 13: DISPOSAL CONSIDERATIONS**

**Section 14: TRANSPORT INFORMATION**

**Section 15: REGULATORY INFORMATION**

**Section 16: OTHER INFORMATION**

Before you work with any chemical it is your responsibility to know the location of the SDS, understand how to read it, and practice the precautions listed. Always consult your supervisor if you have any questions.

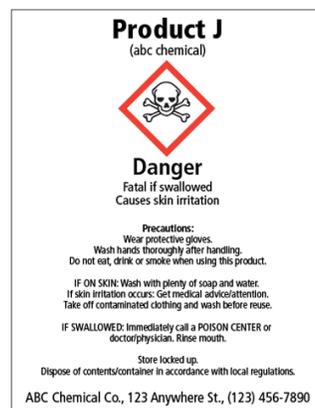
**Container Labeling**

Reading the labeling on a chemical's container is another way of learning about chemicals; however, it does not provide the details available on a SDS and should never be the sole source of information. The container labeling will provide you with the following information: the identity of the chemical, appropriate hazard warnings, and the name and address of the manufacturer or importer.

Whenever a chemical is transferred to a secondary container and stored they must be properly labeled with the product name and/or hazards and include special pre-cautions for handling such as: being flammable or a source of eye irritation. The only exception that OSHA allows is for chemical transfer to a smaller container that will be used immediately and completely.

The Globally Harmonized System has three label requirements.

1. **Symbols** (hazard pictograms) – Conveys health, physical and environmental hazard information.
2. **Signal Words** – “Danger” or “Warning” are used to emphasize hazards. “Danger” for more severe hazards and “Warning” for less severe hazards.
3. **Hazard Statements** – Standardized phrases assigned to a hazard class and category.



Other GHS label elements include:

- ✓ **Precautionary Statements and Pictograms** - Measures to minimize or prevent adverse effects.
- ✓ **Product Identifier** (ingredient disclosure) - Name or number used for hazardous product on a label or in the SDS.
- ✓ **Supplier Identification** - Name, address, and telephone number.
- ✓ Any pertinent supplemental information

OSHA requires pictograms on labeling where applicable. It must be on a white background framed within a red border that represents a distinct hazard(s). The pictogram is determined by the chemical hazard classification.

**Training**

The client will provide site-specific training and information on each of the chemicals that will be used. The training should include the location of the chemical inventory, pertinent SDS(s), a review of the Written Hazard Communication Plan, PPE that must be used when working with those chemical, emergency procedures and any other information on the safe use of the chemical.

**Written Hazard Communication Program.** A Written Hazard Communication Program is the final component of compliance with OSHA's Hazard Communication Standard. This program, written by the employer, contains information on the chemical inventory, specific training on the use of chemicals, and includes procedures to follow in the event of an emergency. The employer must instruct the employees and/or associates on the standard and explain how it is implemented in the workplace.

Health Hazard	Flame	Exclamation Mark
<ul style="list-style-type: none"><li>• Carcinogen</li><li>• Mutagenicity</li><li>• Reproductive Toxicity</li><li>• Respiratory Sensitizer</li><li>• Target Organ Toxicity</li><li>• Aspiration Toxicity</li></ul>	<ul style="list-style-type: none"><li>• Flammables</li><li>• Pyrophorics</li><li>• Self-Heating</li><li>• Emits Flammable Gas</li><li>• Self-Reactives</li><li>• Organic Peroxides</li></ul>	<ul style="list-style-type: none"><li>• Irritant (skin and eye)</li><li>• Skin Sensitizer</li><li>• Acute Toxicity (harmful)</li><li>• Narcotic Effects</li><li>• Respiratory Tract Irritant</li><li>• Hazardous to Ozone Layer (Non Mandatory)</li></ul>
<ul style="list-style-type: none"><li>• Gases under Pressure</li></ul>	<ul style="list-style-type: none"><li>• Skin Corrosion/ burns</li><li>• Eye Damage</li><li>• Corrosive to Metals</li></ul>	<ul style="list-style-type: none"><li>• Explosives</li><li>• Self-Reactives</li><li>• Organic Peroxides</li></ul>
<ul style="list-style-type: none"><li>• Oxidizers</li></ul>	<ul style="list-style-type: none"><li>• Aquatic Toxicity</li></ul>	<ul style="list-style-type: none"><li>• Acute Toxicity (fatal or toxic)</li></ul>

Some additional safety tips to keep in mind when using chemicals is:

- ✓ Use chemicals properly and only how intended
- ✓ Do not mix incompatible chemicals
- ✓ Use appropriate PPE, such as: face & eye protection, gloves, and boots
- ✓ Know the location of emergency eyewash stations and showers prior to working with chemicals
- ✓ Remove all jewelry prior to using chemicals
- ✓ Always wash your hands before and after using chemicals (especially before eating)
- ✓ Never eat or drink while working with chemicals

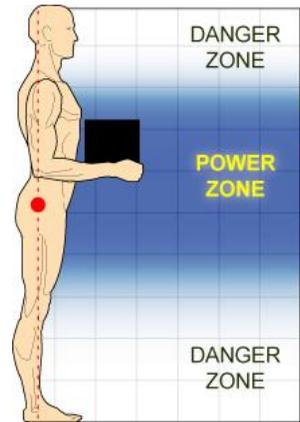
### 3. LIFTING AND MATERIAL HANDLING

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.



### 4. 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. Materials, tools and equipment stored properly are easier to find and less likely to become damaged.

To maintain good housekeeping in your work area, take the following actions:

- ✓ Maintain work areas and storage facilities
- ✓ Keep all aisles, stairways, and access ways to the building free from obstructions at all times
- ✓ Clean up all spills immediately
- ✓ Return tools and equipment to their proper place when not in use
- ✓ Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc... in a way that minimizes tripping hazards or obstructions to traffic

### 5. ELECTRICAL SAFETY

The majority of electrical accidents can be prevented. Only qualified personnel should perform repair work to electrical equipment. Remember the following when working with electricity: inspect equipment and cords for damage prior to use and don't overload electrical outlets. Report any concerns you have to your supervisor.



### 6. LOCKOUT/TAGOUT

Lockout/Tagout is a safety procedure for de-energizing, dis-connecting and shutting down the power sources to equipment so that it can be maintained or repaired without hazard to the associate authorized to work on this type of equipment. When a power source is de-energized or shut-down, a lock and tag are affixed to the equipment to ensure that it is not re-energized or started up until the repair work or maintenance is completed. Should you see equipment that is locked and tagged out, do not touch the lock, tag, equipment or controls. Only qualified personnel should perform repair work to lock/tag out equipment.

## 7. 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 surface, 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



## 8. HAND AND POWER TOOLS

A safety concern when using power tools is the risk of particles flying into the eyes from using defective tools and injury to the hand(s). To use hand and power tools safely, follow these safety practices:

- ✓ Select the right tool for the job
- ✓ Always wear the correct PPE for the job, such as safety glasses or goggles
- ✓ Check the handle and head of every tool for tightness and proper working condition before each use
- ✓ Return tools to their proper place so they do not fall from a ledge or in a location where they could cause a slip, trip, and fall injury
- ✓ Report damaged tools to your supervisor so that it can be repaired or replaced

## 9. MACHINE GUARDING

General requirement 1910.212(a)(1) states that one or more methods of machine guarding must be used to protect operators and other employees from hazards, including those created by point of operation, in-running nip points, rotating parts, flying chips and sparks.

If operating equipment/machinery, it is strictly prohibited to:

- ✓ Operate without adequate guarding. *You should not be able to make contact with a moving part with any part of your body.*
- ✓ Remove or tamper with a guard.
- ✓ Bypass a guard. *This includes putting any part of your body past a guard.*

## 10. 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 **Industrial Safety Training Record**, which includes a sign-off and a safety quiz.

Any questions, please contact your Manpower Representative.