



J. BORAGINE & ASSOCIATES SAFETY POLICY FOR TEMPORARY EMPLOYEES

For the protection and safety of yourself and all others at client offices, please follow these rules. Compliance is mandatory.

- Use common sense.
- Anyone under the influence of intoxicants or illegal drugs is not allowed on the job. Report any incident to your supervisor and temporary consultant immediately.
- Do not attempt to lift or push any object that may be too heavy or awkward for you. Contact your supervisor instead. If you do lift anything, use the recommended lifting technique: Bend your knees, grasp load firmly, then raise the load in one steady motion, keeping your back as straight as possible.
- When trying to reach a high place, use a ladder or approved stool. Don't stand on a chair.
- All passageways must be kept clear at all times. Nothing is to be stored where it may hinder doors, exits, or access to fire extinguishers. Practice good housekeeping in your work area.
- Always use the right tools and equipment for the job. Use them in a safe manner according to instructions and only when authorized. Do not tamper with electrically powered equipment.
- When leaving any electrical equipment unattended for a long period, turn it off- *especially heaters.*
- Any potentially hazardous situation or defective equipment must be reported to your supervisor and temporary consultant immediately.
- Any fire, medical emergency or potentially dangerous person must be reported immediately to management and co-workers. Such situations may require that you call 911; be prepared to give location and status of the situation and stay on the line until the call is acknowledged and help is assured.
- Clean up all spills immediately, even water.
- Running, horseplay, throwing objects or other acts that may have an adverse influence on the safety or well-being of others is prohibited.
- Obey the no smoking policy in client offices, please comply.
- Report immediately to your supervisor and temporary consultant all injuries or damage to property, regardless of how slight. If you are injured on the job or become ill from a job-site situation, your temporary consultant will help you with filing out a report.