

## SHANNON STAFFING, INC. EMPLOYEE SAFETY INFORMATION

Each employee has the duty and responsibility to follow established safety rules and regulations in general and specific to each assignment. Employees should perform their tasks in a safe manner; immediately report all unsafe conditions to their supervisor, use required personal protective equipment; and, if injured on the job, the employee should immediately notify their supervisor.

Employees should become familiar with the following general safety rules as well as any that may apply specifically to your assignment.

### GENERAL EMPLOYEE SAFETY RULES

1. Learn safe work practices. When in doubt about performing a task safely contact your supervisor for instruction and training.
2. Learn the locations for the nearest fire extinguisher and first aid kit.
3. Maintain a general condition of good housekeeping and an orderly work area at all times.
4. Horseplay is prohibited at all times.
5. Shannon Staffing, Inc. employees are prohibited from consuming alcohol or illegal drugs or from being under the influence of alcohol or illegal drugs at any time during working hours.
6. Report any unsafe conditions or injuries to you supervisor and to Shannon Staffing, Inc. immediately.
7. If you do not have current First Aid Training do not move or treat an injured person unless there is an immediate threat of further danger or peril such as profuse bleeding or stoppage of breathing.
8. Wear appropriate clothing and footwear as required by the work being performed.
9. Never by-pass or remove safety devices or lock-out tags, etc.
10. Do not approach operating machinery without permission and do not operate machinery for which you have not been trained.
11. When operating or riding in vehicles obey all traffic regulations and wear a seatbelt.
12. Always perform your assignment in a safe and proper manner. Do not take short cuts.
13. Learn safety rules and regulations specific to your assignment.

Should you have any questions about work conditions or you ability to perform your assignment safely, please contact Shannon Staffing, Inc.