

## **SAFETY RULES AND PROCEDURES**

**At Shannon Staffing, Inc., we care about the personal well being and safety of each employee. Your on-the-job safety is very important to us. It should be important to you, too. The following safety rules have been established to protect our employees:**

1. **General** - When in doubt about performing a task safely, contact your client supervisor for instructions before proceeding. Walk attentively and slowly down stairs, aisles and work areas to avoid slipping, tripping, falling, or other accidents. Horse play is never acceptable and will not be tolerated. Be sure you understand what personal protective equipment is required on the job and wear that which is required for your personal safety.
2. **Machine operation** - Do not operate any machine on which you have not been trained. Operate equipment only after being given appropriate operating & safety instructions. Never remove or by-pass safety devices. Do not approach operating machinery from the blind side - let the operator see you.
3. **Forklift operation** - Keep to right, travel slowly with load no more than 6 inches off ground and tilted back. Drive forward up a ramp & in reverse down a ramp. If you cannot see past a load in front, travel backwards carefully. Watch for overhead obstructions when lifting a load.
4. **Power tool operation** - Keep work areas clean and dry. Avoid loose clothing or jewelry that could get caught. Respect electricity--use 3 prong plugs, check grounding and use safety switches. Use machine guards. Report problem or defective equipment to supervisor immediately!
5. **Absolutely do not operate any motorized vehicle, automotive truck or transportation equipment on the job without prior written approval by Shannon Staffing, Inc.**
6. **If your job requires lifting, use proper lifting methods.**
  - ◆ Size up entire load before trying to lift it. Test the weight by lifting at one of the corners. If it is too heavy or awkward, get help from a fellow worker, or use a mechanical lifting device.
  - ◆ Bend at the knees. Allow your legs, not your back to do the work.
  - ◆ Do not twist or turn your body once you have made the lift. Keep the load close to your body and keep it steady.
  - ◆ Make sure the pathway to your destination is clean and clear before lifting.
  - ◆ Set the load down properly. Again, bend the knees when lowering and don't let go until the load is secure on the floor.
  - ◆ Push, rather than pull when possible. When moving an object on rollers, e.g., pushing puts less strain on the back and is safer should the object slip.
7. Report unsafe conditions to Shannon Staffing and your client supervisor immediately.
8. Always perform your assigned task in a safe and appropriate manner; do not take shortcuts. Taking shortcuts and ignoring established safety rules is a leading cause of employee injury.
9. Report any injury to your client supervisor and Shannon Staffing, Inc. immediately.

**YOU are this Company's most important asset. Protecting your health and safety on the job is a responsibility we take very seriously. Any time you are assigned a task that you believe to be unsafe or for which you do not feel well suited, you should call the Shannon Staffing, Inc., office.**

**I, \_\_\_\_\_, agree to abide by all Shannon Staffing, Inc. safety rules. I understand that violation of Shannon Staffing, Inc. safety rules and/or the safety rules of Shannon Staffing, Inc.'s client/employers to whom I have been assigned may result in my immediate termination from Shannon Staffing, Inc. By my signature below I acknowledge that I have received a copy of Shannon Staffing, Inc. safety rules and understand them.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shannon Staffing Representative Signature

\_\_\_\_\_  
Date