

JOB SAFETY INFORMATION AND REPORTING INSTRUCTIONS



Accident and Injury Reporting

- Safety is EVERYONE’S responsibility
- Report an accident or injury to your supervisor Immediately even if you do not need medical attention.
- Report all near misses and property damage
- You must report first to your onsite Supervisor as well as League Street Staffing

Lock Out/Tag Out (LOTO)

- Protects employees who service and maintain equipment by placing a lock on a device that prevents the energy from being released by blocking the flow of energy from power source to the equipment to prevent injury while assessing the equipment.
- Training required to LOTO
- NOBODY can EVER unlock or enter a machine except the person who locked it.
- **When equipment is locked:**
 - Work around it to
 - Check with supervisor for the reason
 - Keep a safe distance
 - Removing a lock is cause for immediate termination



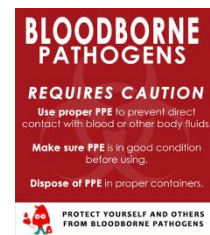
Personal Protective Equipment (PPE)

- Used to protect employees from hazards to the head, hands, eyes and feet.
- Several types of PPE are offered but PPE does not protect from ALL hazards found in manufacturing, construction, or warehouse environments.
- Types of PPE:
 - Hearing Protection
 - Respiratory Protection
 - Gloves
 - Footwear
 - Eyewear



Bloodborne Pathogens

- Disease causing organisms, viruses and bacteria that can be acquired if you are exposed to another person’s blood or body fluid.
- Assume all blood is contaminated; if you do encounter a bodily fluid, rinse immediately.
- Always use gloves when handling an item with bodily fluids on it.
- Contact maintenance and janitorial services to clean up after an accident.



Safety Data Sheets (SDS)

- Provide information about chemicals used in the workplace.
- There are 16 mandatory sections
 - The first 10 deal with health and safety concerns
 - The remaining sections deal with environmental concerns
- All SDS’s are maintained by the Technical Management Department and there are copies available onsite at the facility for review.

