



## **SAFETY POLICY**

### **Workplace Safety Rules**

Your safety is the constant concern of this company. Every precaution has been taken to provide a safe workplace. Regular inspections are made. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. We take your safety seriously and any willful or habitual violation of safety rules will be considered cause for dismissal. League Street Staffing is sincerely concerned for the health and wellbeing of each member of the team.

The cooperation of every employee is necessary to make this company a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor. Begin right by always thinking of safety as you perform your job, or as you learn a new one.

**Incident reporting.** Any incidents and injuries at work—no matter how small—must be reported immediately to your supervisor. Serious conditions often arise from small injuries if they are not cared for at once. Incidents and injuries will be addressed immediately by the supervisor, incident reports must be filled out and signed by employees, witnesses and supervisors, and employees will be sent for a standard incident and injury drug screening. When serious injuries occur, you will be sent to an approved medical emergency facility for medical evaluation, treatment, and a standard incident and injury drug screening. Please find emergency contact list in your supervisor area. If an employee fails to report the incident immediately, he/she is in direct violation of the Safety Policy. Violating the Safety Policy is subject to disciplinary action, up to and including termination.

**Specific safety rules and guidelines.** To ensure your safety, and that of your coworkers, please observe and obey the following rules and guidelines:

- Observe and practice the safety procedures established for the job.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove any foreign particles from the eye.
- In case of injury resulting in possible fracture to legs, back, or neck, or any incident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary, to get the attention of another employee, wait until it can be done safely.
- Designated walkways are marked. If you approach a stop sign in the walkway, you must stop at all signs. This is for employee and guest safety due to heavy forklift traffic.
- Keep your work area clean.



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- Running and horseplay are strictly forbidden.
- Do not tamper with electric controls or switches.
- Do not operate machines or equipment until you have been properly instructed, certified, and authorized to do so by your supervisor.
- Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- Report any UNSAFE condition or acts to your supervisor immediately. Take corrective action if you can to avoid an incident.
- HELP TO PREVENT INCIDENTS. Be aware of your environment, clean up or place signs when spills or leaks happen. Watch out for moving equipment.
- Use designated taped passages when moving from one place to another; never take hazardous shortcuts.
- Lift properly—use your legs, not your back. For heavier loads, ask for assistance.
- Do not adjust, clean, or oil moving machinery.
- Keep machine guards in their intended place.
- Do not throw objects.
- Clean up spilled liquid, oil, or grease immediately.
- Place trash and paper in proper containers. No food will be permitted outside of the designated break areas. No food or drinks are allowed on the forklifts at any time.

**Safety checklist.** It is every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards
- Missing (or inoperative) entrance and exit signs and lighting
- Dangerously piled supplies or equipment
- Unlocked doors and gates
- Electrical equipment left operating
- Open doors on electrical panels



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- Leaks of steam, water, oil, etc.
- Blocked aisles
- Blocked fire extinguishers, hose sprinkler heads
- Blocked fire doors
- Evidence of any equipment running hot or overheating
- Oily rags
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly

**Safety equipment.** Your supervisor will see that you receive the protective clothing and equipment required for your job. Use them as instructed and take care of them.

**Good housekeeping.** Your work location should be kept clean and orderly. Keep machines and other objects (merchandise, boxes, shopping carts, etc.) out of the center of aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls.

Place trash in the proper receptacles. Stock pallets carefully so merchandise will not fall over upon employee contact.

### **Pallet Jack Operations.**

- If the unit is not functioning properly, supervisor should be notified immediately.
- ALWAYS use horn when entering the end of the racks, entering into open areas and entering pedestrian walkways.
- ALWAYS stop at marked stop signs when and when entering pedestrian walkways or heavy traffic.
- Keep product and materials stored and stacked in properly marked areas.
- NEVER use cell phone to talk on or to text. Cell phones should only be used during break times. No music is allowed in your work areas.
- NEVER get in a hurry and pull pallet jack erratically or too fast.
- ALWAYS ensure the load is properly centered and stable and secure from falling off.
- If you accidently bump or run into stacked product, ensure that the stack did not become unstable, posing a falling and crushing hazard to workers. Report this incident immediately.
- ALWAYS stack the product as set forth in the warehouse design and layout.



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### **ACKNOWLEDGEMENT OF LEAGUE STREET STAFFING GROUP SAFETY POLICY**

I acknowledge that I have received a copy of the League Street Staffing's Safety Policy. I also acknowledge that I am aware that League Street Staffing's Employee Handbook that includes all of League Street Staffing's Safety Policies and Procedures can be found and viewed on their website at [www.leaguestreetstaffing.com](http://www.leaguestreetstaffing.com). I understand that I am responsible for reading and abiding by all policies and procedures in related to the Attendance Policy, as well as all other policies and procedures of League Street Staffing Group.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

League Street Staffing Rep Name: \_\_\_\_\_

Date: \_\_\_\_\_

League Street Staffing Rep Signature: \_\_\_\_\_