



ACCIDENT PREVENTION PROGRAM 2017
FOR CONTRACT AND CONTRACT-TO-HIRE EMPLOYEES

STAFFING DIVISIONS

ACCOUNTING
COMMERCIAL
HEALTHCARE
OFFICE
TECHNOLOGY

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PRESIDENT'S SAFETY MESSAGE

Provisional Services, Inc. places a high value on the safety and well-being of its employees.

It is the strong belief of this company that the prevention of occupational injuries and illnesses significantly enhances the individual employee's ability to derive personal satisfaction from his or her job.

We have established an accident prevention program that emphasizes the integration of safety and health measures into each job task so that safety/health and job performance become inseparable. This will be accomplished through the cooperative efforts of Recruiting Managers, Client Supervisors, and employees who will seek to eliminate accidents.

Safety orientation for new employees and refresher orientation for long term employees, timely and appropriate training, a management/employee safety committee, an active self-inspection program, proper mechanical guards, and personal protective equipment will be some of the tools used to reduce work hazards.

By accepting mutual responsibility to operate safely, we will all contribute to the well-being of personnel and subsequently, Provisional Services, Inc.

Erick Fahsholtz
President

Statement of Goals for Provisional Services, Inc.

Our goal is to create a workplace free of safety hazards and create an accident-free environment.

Basic Safety Rules

The company has some basic safety rules that apply to all employees in all areas of the office and industrial work areas.

- No running.
- No horseplay.
- No drugs or alcohol are allowed on the premises.
- No one under the influence of or impaired by drugs or alcohol is allowed on the premises.
- If you leave the premises for lunch, break, family emergency or any other reason, you must tell your Client Supervisor. You are required to clock out for any time that is unpaid, such as lunch or early departures.
- No fighting or threatening behavior.
- Machines in your area will be turned off when you leave the area.
- Un-escorted visitors are not allowed in the shop.
- Smoking is only allowed in the areas designated by the Client Supervisor.
- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your Client Supervisor. Find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized to do so.
- Use personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Do not bring firearms or explosives onto the client property.

- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

Employee Responsibility

Provisional Services, Inc. believes the employee has a responsibility to share in the common goal of obtaining a safe and accident free work environment.

As an employee of Provisional Services, Inc. I am responsible to:

- Observe all company safety and health rules and apply the principle of accident prevention in my day-to-day duties.
- Report any job-related injury, illness, or property damage to my Client Supervisor and Recruiting Manager and promptly seek treatment.
- Report hazardous conditions (unsafe equipment, floors, material) and unsafe acts promptly to my Client Supervisor or safety committee representative.
- Observe all hazard warnings and no smoking signs.
- Keep aisles, walkways and working areas clear of slipping and tripping hazards.
- Know the location of fire/safety exits and evacuation procedures.
- Keep all emergency equipment such as fire extinguishers, fire alarm, fire hoses, exit doors and stairways clear of obstacles.
- Not report to work under the influence of alcoholic beverages or drugs nor consume them while on company premises.
- Horseplay or distracting my fellow workers is expressly prohibited.
- Remain in my own work area unless I am instructed otherwise.
- Operate only the equipment for which I am authorized and properly trained. Observe safe operating procedures for this equipment.
- Follow proper lifting procedures at all times.
- Ride as a passenger on a vehicle only if it is equipped with a rider's seat.

- Be alert to see that all guards and other protective devices are in their proper places before operating equipment.
- Not wear frayed, loose, or torn clothing, jewelry, or long unrestrained hair near moving machinery or other sources of entanglement or around electrical equipment.
- Actively support and participate in the company's efforts to eliminate accidents and injuries.

Reporting an Injury

Each employee will report every injury, no matter how slight, to his/her Client Supervisor at the time of injury and fill out the Client accident report form. Please notify your Recruiting Manger of any injury that requires medical assistance.

Reporting Unsafe Conditions

Each employee is required to report any condition that appears to be unsafe to his or her Client Supervisor. If the condition is easily fixed and within your power to do so, please take care of it immediately.

Emergency Procedures

In the event of a fire or an emergency, all employees will move to the nearest exit and proceed outside to the appropriate collection area, as designated by the Client Supervisor. The Client Supervisor is the decision maker about evacuation if a bomb threat is received or a minor earthquake is felt.

In the event of a serious injury, work must stop and the workplace left unchanged until the Client Supervisor has surveyed the area and finished their accident investigation. In the event of a fatal injury or multiple serious injuries, the area must be left alone and the Department of Labor and Industries called to investigate.

Fire and Emergency Action Plan

Training is provided to employees on the following Fire Protection Program elements:

- How to recognize and properly respond to a fire alarm system alert.
- How to properly evacuate the building in the event of a fire.
- What procedure is to be followed in the event of a fire. Includes alerting the fire department, where each department is to meet after exiting the building, and roll call by supervisors

Fire Procedures

In the event of a fire, a fire alarm will sound.

ALL personnel will evacuate the building using the closest exit.

The Client Supervisor is responsible for confirming the existence of a valid fire alarm situation while employees are evacuating the building. When a valid fire alarm is confirmed, he/she will call 911 for assistance.

Personnel who are on the phone must tactfully get off the phone.

The Client Supervisor is to take company roll sheets with them during the evacuation if possible

- If an employee discovers a fire they are to tell another person immediately. Call or have them call 911 and a Client Supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, the employee may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building.

Do not return to the building or your desk to retrieve this information if you are in another part of the building.

- The designated person will take roll for the employees.

- The designated person will report to the manager with completed roll sheet within 5 minutes of the evacuation signal.
- The manager will report to the on-scene situation commander (i.e. fire chief, fire marshal, police, etc.)

When the situation is clear, the manager will direct all employees to return to their work areas.

WHEN A FIRE CANNOT BE CONTAINED

If you cannot contain a fire then the following guidelines will be helpful should you ever face a fire emergency situation.

- Evacuate the area of the fire immediately, closing doors as you go to contain smoke and fire. Contact immediate supervisor and sound alarm over the telephone intercom.
- Heat and smoke rise, leaving cleaner air near the floor. If you must escape through an area with smoke, crawl low, keeping your head 12-24 inches above the floor.
- Test doors before you open them. Kneeling or crouching at the door, reach up as high as you can and touch the door, the knob and the space between the door and its frame with the back of your hand. If the door is hot, use another escape route. If the door is cool, open it slowly.
- An evacuation alarm is the signal to be quick but disciplined. You should keep moving, remain orderly, and always provide assistance to other employees who may need help.
- Once outside from the building, quickly proceed to the evacuation area as designated by the Client Supervisor. You must move away from the structure to the designated area so everyone can be accounted for. Everyone should stay out of the structure until the all clear is authorized.

Earthquake Emergency

If the employee is inside a building:

- They should drop under a desk or table, cover their head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
- When the shaking stops, determine the nearest, available evacuation route. When the Client Supervisor gives permission, begin an evacuation of the area to the designated assembly location.

- Evacuation should proceed as quickly as possible since there may be aftershocks.
- First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If a gas odor is in the building, tell a Client Supervisor to turn off the gas at the main. Open windows.
- Employees must not re-enter the building once evacuation is complete.
- Do not approach or touch downed power lines or objects touched by downed power lines.
- Do not use the phone except for emergency use.
- Turn on a radio and listen for public safety instructions.

If an employee is outside:

- Stand away from buildings, trees, telephone and electric lines.

If the employee is on the road:

- Drive away from underpasses/overpasses.
- Stop in a safe area.
- Stay in the vehicle.

Use and Care of Personal Protective Equipment (PPE)

Each employee will be issued the appropriate personal protective equipment for his/her job by the Client Supervisor.

Hazardous Chemicals Safety

Some areas of the Client facility may contain hazardous chemicals or gases used in the production of parts or equipment. Each new employee is given the chemical safety overview for the work area and the intensive training on chemical safety is given by the Client Supervisor during the first day on the job. An annual refresher is required.

On-the-Job Training: Perform the Job Safely

Do not use equipment or attempt to do any of these tasks until you have received the required training and Personal Protective Equipment.

Lifting Tasks Rules

- Do not lift on slippery surfaces.
- Test the load before doing the lift.
- Get help if the load is too heavy or awkward to lift alone.
- Break the load down into smaller components if possible to provide a comfortable lift.
- Do not overexert!
- Make sure you have a good handhold on the load.
- Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
- Do not twist while lifting (especially with a heavy load). Turn and take a step.
- Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting if necessary.
- Avoid long forward reaches to lift over an obstruction.
- Avoid bending your back backwards to loft or place items above your shoulder. Use a step stool or platform.
- Do not lift while in an awkward position.
- Use a mechanical device such as a forklift, hoist, hand truck or elevatable table whenever possible to do the lift or bring the load up between the knees and waist before you lift.
- Back injury claims are painful for the worker and expensive for the company. Lift safely!

Accident Investigation

An accident investigation is carried out to determine the cause or causes of the accident and determine the appropriate action(s) to be taken to correct the problem and prevent reoccurrence. All accidents should be investigated, not just serious or severe accidents. The Client Supervisor is responsible for investigating all accidents, reviewing the facts, completing accident report forms, and seeing that corrective measures are taken to prevent the injury from happening again.

Guidelines to follow when investigating an injury/accident:

1. Start the investigation as soon as possible.
2. Secure the area where the injury happened.
3. Obtain statements from all witnesses. The objective is to obtain the facts about what happened and not to blame any individuals.
4. Obtain any other information from employees or witnesses concerning the accident and determine its relevance to the accident.
5. Use pictures or sketches of the area to establish facts of the injury or property damage.
6. Complete the investigation as soon as possible.
7. Have the injured employee complete the company accident report. Next, have the supervisor complete the accident report of what happened.

Keep in mind that accidents are caused by many factors, but some of the most common causes of accidents at work are:

1. New employees who have worked for the employer less than three months.
2. Lack of training to perform job.
3. Inattention to work being performed.
4. Additional items include: drug or alcohol use; fatigue; stress; environmental factors such as heat, cold, etc.; repetitive job activity; personality conflicts with supervisor or co-workers; the individual does not like the job and is not actively engaged and attentive.

Disciplinary Policy

All employees are expected to work safely and follow safety rules, including the use of personal protective equipment and use of safe work practices. Any failure to meet this high standard serves as a basis for discipline, up to and including immediate termination of employment.

It is the intent of our management to employ coaching techniques and clear communication about what is expected so that issues of discipline never arise. In some circumstances, however, discipline may be warranted. While progressive discipline may be available, such use is solely at the discretion of the employer and any disciplinary consequences, up to and including immediate discharge may be employed. The employment relationship is at will, and may be ended at any time, with or without notice, and with or without cause.

As is noted above, disciplinary concerns arise where performance falls below expected standards. Additionally, such concerns arise where behavior violates the law or company rules and policies.

Safety Training Videos

For additional safety training, the following videos are available for viewing:

Industrial Safety Overview

Workplace falls are a leading cause of injury and even a small fall can have very serious consequences. Identifying and correcting fall hazards combined with paying close attention to our paths of travel can prevent these injuries and save lives. This program outlines the common safe work practices workers can follow to prevent slips, trips and falls. Topics include the effects of gravity, friction and momentum, wearing proper footwear and preventing slips and trips.

Office Injury Prevention

This program stresses the importance of office safety and how a good safety attitude and using good judgment are the real keys to injury prevention. Many common office safety issues are discussed, including the safe work practices employees must follow to avoid office injuries.

To the Point about: Preventing Slips, Trips & Falls

Workplace falls are a leading cause of injury and even a small fall can have very serious consequences. Identifying and correcting fall hazards combined with paying close attention to our paths of travel can prevent these injuries and save lives. This program outlines the common safe work practices workers can follow to prevent slips, trips and falls. Topics include the effects of gravity, friction and momentum, wearing proper footwear and preventing slips and trips.

To the Point About: The Hazard Communication Program

This program explains how employees can work safely with chemicals by understanding the key elements of your organization's Hazard Communication Program. In our jobs, we may work with chemicals that are hazardous, but we don't have to place ourselves in danger. When armed with proper training and access to a chemical's hazard information, each of us has the ability to work with or handle these chemicals in a safe manner. By following the Hazard Communication Program, reading chemical labels and Material Safety Data Sheets and following the safe work

practices listed, workers create a successful formula for chemical safety. Topics include hazardous chemicals, routes of entry, chemical manufacturer labels, NFPA and HMIS labels, Material Safety Data Sheets and the Written Hazard Communication Program.

To the Point About: Safe Forklift Operation

Unsafe operation of forklifts often contributes to property damage and employee injuries. Ensuring that drivers operate forklifts in a safe manner can prevent injuries and save lives. This program reviews the proper operating procedures forklift operators must follow to keep themselves and their co-workers safe. Topics include operator training and certification, pre-operational inspection, maintaining a truck's stability, lifting and placing loads, safe driving techniques and loading docks and trailers.

SAMPLE

SAMPLE ALL EMPLOYEE SAFETY TRAINING CHECKLIST

Employee's name: _____

Job Title: _____

New Employee Rehire Transfer Temporary Agency

General Safety Training and New Employee Orientation:

- General safety rules and policies
- Function of the safety committee and safety meetings
- Accident prevention program
- How, when and to whom to report injuries
- How to report unsafe conditions or unsafe work practices
- Identification of hazardous gases and chemicals
- Specific hazards and regulations pertaining to work areas
- Use and care of personal protective equipment
- Proper housekeeping procedures
- Location of first aid facilities and safety bulletin board
- On-the-job review of work practices
- Fire prevention and control
- Proper action to take in case of an emergency

I acknowledge I have been advised of the above company safety and health policies and procedures.

Employee Signature: _____ Job Title: _____

Supervisor Signature: _____ Job Title: _____

SAMPLE

Provisional Services, Inc. Accident Report/Incident Report

Injured Worker name: _____ Age: _____ Sex: _____

Job Title: _____ SSN: _____

Shift hours: _____ Usual days off: _____

Supervisor: _____ Title: _____

Date and Time of Incident: _____

Location: _____

Task being done when incident occurred: _____

Date and Time when incident was reported: _____

Who was this incident reported to? _____

Names of witnesses: _____

Complete description of the incident: _____

How? _____

Why? _____

What led up to this situation? _____

Body part injured: _____

Details of injury to body: _____

Hospital or doctor used on first visit? _____

Date and Time of first visit: _____

Did you receive first aid on the job first? _____

Who helped you? _____

What could have been done to prevent this injury? _____

Is this an ergonomic injury? _____

Signed by: _____ Date _____

Supervisor: _____ Date _____

SAMPLE

First Aid Training and Supplies

Employers must ensure that personnel trained in first aid are available to help employees who are injured or who become acutely ill on the job if you are more than 3 to 4 minutes away from a hospital or clinic. Distance or time away from a fire station is not considered. First aid supplies on hand must be appropriate for injuries likely to occur. To determine the extent of required first aid supplies, ask yourself the following:

1. What are the sources of potential injuries or illnesses at the work site?
2. What types of injuries or illnesses have occurred in the past at the work site? (This information may be found on the OSHA 300, worker compensation claims or safety committee minutes.)

First-aid trained personnel will include anyone who has a current first-aid card issued by any of the nationally recognized first-aid trainers including:

- Washington State Labor and Industries
- Red Cross
- Medic
- Bureau of Mines

An EMT or paramedic is OK. However, a CPR card by itself is not recognized.

