

AMERICAN STAFFCORP

SAFETY POLICY

It is the policy of American StaffCorp (ASC) to provide a safe and healthy work environment for the protection of our most vital resource - our employees. The safety of our employees is the greatest interest to us at ASC, and our concept is not production and safety; it is **Production With Safety**.


The responsibility of safety is through the joint efforts of ASC, our clients and our employees. ASC selects clients who have a genuine desire for safety. The client you work for may provide safety meetings for its employees and ASC employees. Your participation is mandatory for all safety meetings at your job assignment. As an ASC employee, you are expected to accept responsibility for your own safety and for the safety of those with whom you work.

As an employee of ASC, you will work at one of our clients' facilities. No matter what type of work you perform, every attempt should be made to reduce the possibility of injuries. If at any time during your employment there is an unsafe situation or hazard, please notify your supervisor and ASC management immediately at 918-362-WORK (9675). A safety hazard reporting form is available at our office for any employee to report a safety hazard at their place of employment.

ASC's philosophy is that all on-the-job injuries can be prevented. Although all injuries can be avoided, we realize that accidents may happen. ***If you are injured while on-the-job, no matter how small an injury, notify your immediate supervisor and American Staffcorp immediately 918-362-WORK (9675).***

We appreciate your feedback on any safety issues at your job assignment. Again, you may reach me at 918-362-WORK (9675).

Thank you.



Casey Lamb, President

SAFETY RESPONSIBILITIES

ASC is responsible for the following:

1. Make on-the-spot corrections for unsafe conduct and hazardous conditions and recognize employees who are contributing to the safety effort.
2. Actively solicit suggestions and recommendations from employees on how to improve safety in the workplace.
3. Complete Accident Reports on all injuries and investigate accidents to ensure action is taken to remove the cause to prevent recurrence.

Employees are responsible for the following:

1. Know and comply with company safety and health requirements, attend and participate in all client safety meetings.
2. Report all unsafe conditions, all injuries, all accidents and near misses immediately to your supervisor and to ASC.
3. If you are uncertain of the proper tools, procedures or equipment to use, **ASK YOUR SUPERVISOR**. Do not start or continue any job that you think could cause an accident or injury to you or others.
4. Maintain all tools and equipment in good condition. Do not use any equipment that does not function as the manufacturer intended.
5. **DO NOT** remove or make inoperable any guard from your machinery or equipment.
6. Use personal protective equipment when required.
7. Keep your work area clean and free from hazards.
8. Do not use alcohol or illegal drugs on the job, in accordance with ASC Workplace Drug and Alcohol Program. Report to work fully rested. If you are using prescription drugs under the direction of a doctor, advise your supervisor and ASC Management. Some prescription drugs cause drowsiness or other conditions that could make it unsafe for you to work in your regular job.

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SAFETY RULES

The following safety rules were created to help keep all workers injury free and safe. All employees are required to be knowledgeable and follow these rules as a condition of employment.

1. Report **all** injuries, accidents and near misses immediately to insure that proper medical care is provided and that accident causes can be identified and eliminated.
2. Medical treatment for work related injuries and illnesses must be obtained at an approved medical facility.
3. Report any unsafe condition, equipment or act to your supervisor and ASC immediately.
4. Employees are required to maintain good housekeeping in their work area at all times.
5. Employees must get approval from ASC Management to drive client vehicles or personal vehicles for ASC client use and must wear seat belts at all times and follow all traffic laws. This also includes all passengers.
6. Employees must wear designated personal protective equipment (such as safety glasses, steel toed work boots, hard hats, etc.)
7. Employees are prohibited from riding as passengers on any equipment items such as forklifts or cranes.
8. All forms of horseplay are prohibited.
9. Do not operate any equipment or control mechanisms to which you have not been assigned or do not understand. See your supervisor for instructions and safety advice for any piece of equipment you are operating for the first time.
10. Employees must not remove or render defective any safety devices or safety guards. Employees must immediately report missing safety guards to their supervisor.
11. Dress for the job. Some activities are made hazardous because of loose or torn clothing, improper footwear, dangling jewelry and unrestrained long hair.

Safety Rules – continued

12. Walk-Don't Run. Slips and falls can be very painful and even fatal.
13. Practice proper lifting techniques. Lift with your legs, not your back. Get help to move or lift heavy, bulky items.
14. Know what to do in the event of a workplace emergency that requires evacuation of the building.
15. Never stand on a table, chair or box to reach higher objects. Use an approved stepstool or ladder.
16. All machinery and equipment must be locked-out/tagged-out BEFORE maintenance or repair activities are performed. DO NOT attempt to reach through jammed parts to fix the problem. Contact your supervisor immediately.
17. American StaffCorp's Workplace Drug and Alcohol Testing Policy and Program strictly prohibits the possession, distribution, dispensation or use of alcohol, inhalants, drugs or controlled substances (except by doctor's prescription and proper notice to ASC) while on the premises of ASC or the premises of any company to which an ASC employee is assigned to work. A violation of this policy may result in discharge for misconduct. ASC may require any employee to undergo drug and alcohol testing under circumstances where ASC has a reasonable suspicion that the employee has sustained a work-related injury, damaged company property or jeopardized the safety of company visitors or employees as a result of the employee's use of drugs or alcohol.

NOTE: The above rules are for the safety and benefit of all employees. Failure to abide by these rules can and will result in disciplinary action or immediate termination.