

ON THE JOB SAFETY
TRAINING AND EDUCATION

OSHA regulations require that employers properly train and educate employees to perform their assigned tasks in a safe manner. All new employees are to receive training before being put to work. The employee's immediate supervisor is responsible for this training. No employee is to be assigned to any task that the employee is not qualified to perform, until that employee is properly trained, qualified, and made aware of the hazards associated with the assigned task.

Following are some general safety practices and procedures that the employee must be aware of at the time of assignment. The immediate supervisor must review these with the employee, check each one as discussed, have the employee sign below, and the white copy must be returned to People Plus, Inc.

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|--|-------|
| 1. Client Company / Department Safety Rules. | _____ |
| 2. Fire Extinguisher Location | _____ |
| 3. First Aid Location / Eye Wash Stations | _____ |
| 4. Emergency Exits | _____ |
| 5. Bloodborne Pathogens | _____ |
| 6. Hazard Communication | _____ |
| 7. Lifting Procedure | _____ |
| 8. Industrial Powered Equipment | _____ |
| 9. Designated Evacuation Area / Indoor Safety Area | _____ |
| 10. Lockout / Tagout | _____ |
| 11. Discuss How to Report an Injury | _____ |

The employee has been informed that the following protective equipment must be worn at all times while performing his or her assigned task:

Hard Hat	<input type="checkbox"/>	Eye Protection	<input type="checkbox"/>
Hearing Protection	<input type="checkbox"/>	Steel Toed Boots	<input type="checkbox"/>
Gloves	<input type="checkbox"/>	Other	_____

SUPERVISOR: _____
 CLIENT NAME: _____
 DATE: _____

EMPLOYEE: _____
 PRINT NAME: _____
 DATE: _____

Complete immediately and return white copy to People Plus, Inc. If you have any questions, please do not hesitate to call. Safety is our number one priority. Thank You!



1095 Nebo Rd. Madisonville, KY 42431 270-825-8939 Fax 270-825-9629	2119 Broadway Paducah, KY 42001 270-442-5627 Fax 270-442-5661	1795 Alysheba Way, Ste. 5102 Lexington, KY 40509 859-246-1400 Fax 859-263-0634	316 Third St. Henderson, KY 42420 270-869-9060 Fax 270-869-0383	126 E. Broad St. Central City, KY 42330 270-754-3025 Fax 270-471-6700	110 West Market Princeton, KY 42445 270-365-2300 Fax 270-365-2385	142 Buffalo Run, Ste. E Shepherdsville, KY 40165 502-245-9420 Fax 502-245-9509
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White - People Plus, Inc.
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Yellow - Employee

Pink - Client Company

SAFETY BRIEFING

Each supervisor has the duty and responsibility of knowing corporate safety rules and regulations. The supervisor also has the responsibility of making certain that employees under their supervision are properly trained in their assigned work task, that the employee is aware of hazards associated with the task, and that unsafe conditions and acts are not allowed to exist or continue.

Each employee has the duty and responsibility of following established safety rules and regulations. Employees should perform their tasks in a safe and proper manner, immediately report all unsafe conditions to their supervisor, use required personal protective equipment, and if injured on the job, the employee should notify their supervisor immediately.

People Plus, Inc. has adopted the following safety rules in compliance with Federal OSHA requirements. Please read and become familiar with these rules and other safety rules that apply to your job.

GENERAL SAFETY RULES

1. Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
2. Learn where fire extinguishers and first aid kits are located.
3. Maintain a general condition of good housekeeping in all work areas at all times.
4. Horseplay is prohibited at all times.
5. Employees of People Plus, Inc. are prohibited from consumption of alcohol or illegal drugs, or from being under the influence of alcohol or illegal drugs while on company time. Failure to follow this policy will result in immediate termination and prevent consideration of you for future People Plus, Inc. assignments.
6. Report any unsafe conditions or injuries to your supervisor immediately.
7. If you do not have current First Aid Training, do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
8. Appropriate clothing and footwear must be worn on the job at all times.
9. Never remove or by-pass safety devices.
10. Do not approach operating machinery without operator permission.
11. When operating or riding in company vehicles, obey all traffic regulations, and always wear a seatbelt.
12. Always perform your assigned task in a safe and proper manner, do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of employee injury.