



EMPLOYEE SAFETY RULES

It is crucial for the safety of yourself and others that you follow the following safety rules when on a job assignment. At any time should you have any questions or concerns, immediately contact a Hire Up manager.

1. Always use common sense when asked to undertake a task. The general safety training provided before you are sent on a job assignment is good. However, once placed with a Client, the Client may provide you with additional safety training specific to your assigned duties. Pay attention and ask questions. If you do not receive the training you believe you need, notify Hire Up immediately, so that we can ensure that you receive all necessary job-specific training.
2. In the event that the Client asks you to perform duties which are different than your initial job assignment, you must first obtain authorization from a Hire Up manager before performing those duties.
3. Do not lift anything that you cannot lift comfortably. You should not lift items weighing more than 50 pounds, and no matter what the weight, if it feels too heavy, ask for help. When lifting, bend your knees, grasp the object with the palms of your hands, bring the object in close to your body, then raise the load, keeping your back as straight as possible.
4. Your job assignment may require the use of personal protective equipment (PPE's). By example, in an office you may be asked to use a wrist rest or pad in front of a keyboard, or in a shop you may be asked to wear ear plugs or back support belts. While on such a job assignment, you must use all required PPE's at all times. In the event that any PPE provided to you becomes misplaced or damaged, it is your responsibility to ask for a replacement.
5. While on job assignment, you are not permitted to drive your own vehicle or a Client-owned vehicle for Client business. If the Client should ask you to operate a vehicle in order to perform job duties, immediately notify a Hire Up manager.
6. You are also not permitted to operate machinery or large power tools, such as power saws, nail guns, drill presses, etc. This includes motorized equipment, such as forklifts, motorized pallet jacks, cherry pickers, or anything associated with a motor vehicle.
7. In the event that hazardous chemicals or materials are used, the Client is required to post a list of these items. The Client is also required to give you a written copy of their hazard communication program if proper chemical handling and training procedures must be taught. If these things do not occur, immediately contact a Hire Up manager.
8. Financially, you are not permitted to handle cash, negotiables, or other valuables. If the Client asks you to do any of these things, contact a Hire Up manager first. Only with a written liability waiver, may you be allowed to perform any of these tasks.
9. In general, report any working condition or practice that you believe may cause injury to yourself or others. Under no circumstance should you do anything that causes you undue physical or mental discomfort. It remains your responsibility to immediately report any uncomfortable situation to a Hire Up manager.
10. Always abide by the Client's specific job-site safety rules. Your safety and the safety of others is the most important thing. Should you fail to follow any of our company's rules or the Client's specific safety rules, this may result in disciplinary action up to and including immediate termination.
11. It is also critically important that if you are ever involved in any incident that results in personal injury or damage to property to yourself or others, no matter how small, you must report the incident immediately to a Hire Up manager.
12. At any time should you have any questions about safety, job duties, injuries, etc., contact a Hire Up manager immediately.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the company's Employee Safety Rules. I have read and understand these rules, and I understand that any failure on my part to follow these rules may result in disciplinary action, up to, and including, my immediate termination.

Date _____

Signature

Print Name