



Field Staff Safety Manual

2017

*Mark this website in your Favorites or print a copy of this manual to use as a ready-reference.
You must refer to it as your assignments and work duties change.*

In cases of serious emergencies such as a danger to life or property, the rules of this manual may be temporarily changed to facilitate proper handling of the emergency. Additionally, policies may change in keeping with standard business practices or state or federal law changes. Such changes are the sole discretion of Link Staffing Services and may occur with or without notice.

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WELCOME TO LINK STAFFING

The health and safety of each employee is a responsibility that Link Staffing Services does not take lightly. Work processes and locations can present health hazards to you if you do not understand or apply the necessary safety precautions.

Link Staffing Services strives to take every measure to assure that our field staff are provided with safe and healthful work environments, are advised on appropriate PPE and educated on safety topics that will have an impact in their day to day assignments. However, we provide field staff too many client companies with varied employment needs and production operations. While we attempt to select work sites that maintain our commitment to personal safety, we cannot assure the process operations, materials and equipment used or client facilities are free from all hazards.

You're **SAFETY** and well-being is a great concern to Link and we firmly believe that ALL employees share in the obligation to work safely for their benefit as well as their co-workers. We sincerely believe our employees and their families should be spared any pain, distress and financial hardship which may result from accidents. The only way we can achieve this is to have you join us in a common goal of eliminating ALL accidents in the workplace.

OUR COMMITMENT

At Link Staffing Services we believe that **ALL** work site hazards can be prevented or corrected if everyone accepts their responsibility for safety. This includes **ALL** management representatives and **ALL** employees. We also feel that preventing **ACCIDENTS** is a shared responsibility between Link, its clients and our employees. The primary responsibility in preventing human error (responsible for approximately 80 percent of all accidents) is that of the employee who has full control over his/her own actions.

There is no greater responsibility than for someone else's safety. Management strongly adheres to this philosophy at Link Staffing Services. We will use this philosophy as our guide toward setting safety policies. We must to work together to insure a safe work site and the elimination of accidents.

GOVERNMENT REGULATIONS

Link Staffing Services requires all employees to adhere with all regulations of the Occupational Safety and Health Act of 1970 and or your state specific Occupational Safety and Health Regulations. The OSH Act states, *"Every employer will furnish each of their employees a place of employment free from recognized hazards"* and *"Each employee shall comply with occupational safety and health standards and all rules, regulations and orders issued pursuant to this act which are applicable to his/her own actions and conduct"*. Failure to do so may result in disciplinary action up to and including termination, and penalties to our company or our client.

DO NOT SERVICE JOB ASSIGNMENTS

The following list represents job functions that Link field staff may not perform. This is not an all-inclusive list and is subject to change from time to time.

- Pitched roof work
- Offshore work
- Drilling operations-land or water
- Saw mills
- Explosive or ammunitions manufacturing or handling
- External heights above two stories (24 feet)
- Logging or Lumbering
- Mining or quarry work
- Entry into confined space or unventilated areas
- Tunneling or shoring
- Pilots or crews in aircraft
- Railroad work on navigable rails
- Child care services

In addition, anytime you are asked, by a client, to change job responsibilities you should contact Link immediately.

INJURY AND ILLNESS PREVENTION PROGRAM

Compliance

All field staff are responsible for complying with safe and healthful work practices. Each worksite and sometimes job task may be subject to different government required safety compliance measures. In order to protect you and abide by these regulations, you may be advised by the local office staff or your client site supervisor that personal protection equipment (PPE) is required for a specific task. If you are advised of such, you are REQUIRED to wear the personal protective equipment (PPE). If you are unfamiliar with the personal protective equipment (PPE) and or how to put it on or care for it, it is your responsibility to ask questions. You must help us protect you by following instruction and requesting further instruction if you are still unclear.

Without taking exception to the above, if you are required to wear a respirator on an assignment and Link did not advise you of this requirement before your assignment began, you must contact your Link Customer Service Representative immediate so we can be sure your job duties have not changed and can confirm that you have the appropriate medical clearance to wear a respirator.

Communication

Our communication system encourages all workers to inform Link and our clients about workplace hazards without fear of reprisal. Although we carefully screen and follow up with our clients, Link cannot effectively address concerns that we do not know about. You are at the client sites on a day to day basis and are the best source of information regarding potential

hazards in the worksite. If you see or experience a hazardous condition at a work site, please immediately advise your client site supervisor and your Link Staffing Customer Service Representative.

Training and Instruction

All employees shall have training and instruction on general and job-specific safety practices. General safety training is provided upon hire. Each month, a safety topic is presented to all field staff to educate and alert them to general safety information, basic injury prevention and compliance requirements. Job specific safety training will be completed by the client. All field staff are required to attend a minimum of two safety training programs per calendar quarter.

- Managers will post a schedule of safety courses and time for each class.
- Field staff are required to complete short questionnaires after each safety training.

Your attendance will be recorded in the “Safety Training” area in your electronic personnel file.

Field Staff Responsibilities

You must pay close attention to the job at hand. If you are asked to change job duties, notify Link Immediately. Report for work rested and ready to give your full attention to each assignment. Do not distract others or let yourself be distracted. Be aware of your surroundings. Follow the work site safety practices and don't take short cuts. If an accident occurs, report it immediately to your work site supervisor and your Link Representative. Be sure to record it on your time ticket.

It is very important that you immediately report to your supervisor or Link any hazardous conditions, unsafe practices or improperly functioning equipment in your area. Only by your constant attention and quick reporting will we be able to eliminate all hazards and prevent accidents.

GENERAL SAFETY RULES

Link safety rules are the minimum standards for safe working conditions. Your client site supervisor will answer any specific safety questions you may have.

Work Habits

1. It is mandatory that you know and follow all safety regulations pertaining to your assignment.
2. Before starting any task, make sure you know exactly what is to be done and how to do it safely.
3. Be sure you perform your tasks in a manner that protects you and others.
4. Let your supervisor know if you feel you do not have adequate safety protection/knowledge in any work activity.
5. Make sure all tools and equipment are in proper working order. Do not “fix” or repair anything yourself unless you are requested by your site supervisor, trained and authorized to do so.

6. Report unsafe equipment to your supervisor immediately. Do not take chances!
7. Do not remove or bypass guards on machines or equipment.
8. Absolutely NO horseplay is ever permitted. Keep your mind on your work. Do not distract others or allow your attention to wander from the task at hand.
9. Make your Link Service Representative or Manager aware of any safety problems you encounter while at the work site.

First Aid

ALL injuries, regardless of how small, must be reported and given appropriate care as soon as possible.

Should you become injured, or ill, while on the job and need urgent medical aid, notify your Client Supervisor immediately or send a fellow employee to notify him/her. Follow up with Link as soon as possible to file a report and be sure that we are informed of the situation.

Failure to report injuries or to receive medical treatment may result in serious infections or complications to your health. Failure to report injuries is also grounds for disciplinary action and may result in denial of a Worker's Compensation claim.

Whenever outside medical assistance is needed, the supervisor or designee will arrange to call Link and Link will assist you. In some cases, only first aid will be required. Keep in mind that failure to seek immediate medical treatment does not mean that you can never follow up on the matter if it bothers you later. For more detailed information see the Employee's Guide to Link's Transitional Activity Program on this same web page.

Additionally, if a coworker is injured in your immediate work area, find a supervisor immediately. Unless you are trained and authorized to do so, you should not render aid when there is a chance that you may be exposed to a blood borne pathogen (Refer to Blood Borne Pathogens pg.25).

Housekeeping

Work areas must be kept clean and orderly at all times. Keeping the jobsite clean is everyone's responsibility. Good housekeeping is fundamental to a safe workplace.

1. Materials, supplies and tools must be stored properly. This can eliminate them falling on someone or resulting in a tripping hazard.
2. All chemicals and solvents must be kept in safety containers with proper labels.
3. If there are unlabeled chemicals in your work area, do not assume that you know what they are. Address the matter with your supervisor and request a label.
4. Fluid on the floor should be removed as soon as possible, if this falls within your job description and if you know what the fluid is. Otherwise, ask someone to guard the hazard and notify your supervisor of the condition immediately.

Smoking

Smoking is permitted in designated "Smoking Areas" at designated break times only. Smoking areas should be clearly marked throughout the client site. If they are not marked, field staff

should ask the client or contact Link immediately about their location. Smoking is prohibited in ALL other areas.

1. In “Smoking Areas”, you must use the provided and approved ashtrays.
2. Smoking in unauthorized areas is a serious offense. Since careless smoking causes most fires, you must strictly adhere to the smoking regulations to protect the safety of the client, yourself, others and the company.

Workplace Violence

Link Staffing Services intends to provide a safe and secure workplace for our field staff, applicants, clients, clients of clients, visitors, and others with whom we do business. Link does not tolerate workplace violence, and such actions are grounds for dismissal. Workplace violence includes any physical attack that happens on the job, at a client site or at a Link office. If you are threatened at work, walk away and report the incident to your Link Representative. Engaging in violence or physically retaliating to verbal taunts are grounds for dismissal.

Link has a “zero tolerance” guideline for possession of any type of weapon, firearm, explosive or ammunition. Link expressly forbids the possession of firearms on company or client property, including but not limited to all client facilities, vehicles and equipment, whether leased or owned by Link or its client. In addition, firearms in vehicles owned by anyone working with or at Link and parked on Link or client property are strictly forbidden. Possession of firearms on Link or client property may be cause for disciplinary action including immediate termination of employment. To enforce this guideline, Link reserves the right and conveys this right to our clients, to inspection of anyone employed at Link and their personal effects with or without cause, including personal vehicles while on company or client premises. Refusal to allow inspection will be subject to the same disciplinary action as being found in possession of firearms.

OFFICE SAFETY

1. Keep your area free of hazards. Supplies and materials should be properly stored. Cords and lines should be positioned out of walkways.
2. Pull out only one (1) file drawer at a time. Close all drawers when not in use.
3. Never put glass or other sharp objects in the wastepaper container. Never put cigarettes, cigars or other burning materials in wastepaper containers.
4. If you are required to climb stairs, do so carefully and **USE** the handrail. Do not skip steps.
5. Do **NOT** climb stairs when both hands are used to carry objects.
6. Do not sit on the edge of a chair or a chair to be stabilized by less than all legs.
7. Never use chairs, boxes or tables in place of a ladder.
8. Report any unsafe conditions to your supervisor and report all accidents/injuries **IMMEDIATELY** to both your Client Supervisor and Link representative.
9. Dress for the job. Loose clothing, jewelry and ties can become caught in machines such as shredders and copiers.
10. When spending long periods of time on the computer, be sure to look away from the screen frequently. Focus on a distant object for a few moments and return to what you were doing.

11. Familiarize yourself with the location of fire exits, fire extinguishers and the facility emergency alert systems.
12. Learn the evacuation routes and gathering sites for each assignment.

PERSONAL PROTECTIVE EQUIPMENT

Some work assignments at Link Staffing Service require employees to use various forms of **PERSONAL PROTECTIVE EQUIPMENT** (PPE) such as gloves, safety goggles or glasses, hard hats, ear plugs, steel toed boots, fall protection harnesses, etc. Personal protective equipment will not prevent an accident from happening but it does provide a barrier to personal injury.

On some occasions, when personal protective equipment is required by the work assignment Link or the Client Company may provide it to you. PPE or equipment issued from Link or our client is considered to be on loan unless it is sold to you. All sales are final. When issued PPE or equipment on loan, you are responsible for it and you must turn it, in good working condition, **BEFORE YOU ARE PAID**. The cost of PPE that is not returned or returned in poor condition will be garnished from your wages according to the PPE posting.

ALL PPE MUST BE WORN AND USED AS INSTRUCTED!

If you feel you need safety equipment that is not provided, ask your supervisor or Link Representative. We will be happy to discuss your concerns.

If issued PPE or equipment breaks, do not throw it away. You must turn it in to receive credit. Items not turned in will be charged to the employee at the agreed rates.

Respirators

Where respirators are needed, care should be taken in selection and personal fit. Your Client Supervisor will provide or specify the correct respirator for your use. If a respirator is required, you **MUST** use it correctly. In some cases this means you will be expected to remove facial hair before being assigned to the concerned work task.

Types of respirators that Link field staff may be required to use are:

1. Air Purifying Respirators.
 - For some gases and vapors.
 - For dust (requires various types of filters).
 - A multipurpose use.
2. Self-contained Breathing Apparatus (SCBA).

Either pressure demand or continuous airflow types.
3. Supplied Air Masks or Hoods.

For your protection and to meet OSHA requirements, no employee may accept an assignment that requires respirator use until they have completed a pulmonary functions test. Further, the client is required to select a respirator that effectively protects you from the exposures in their

environment. However, if you are wearing a respirator and can smell or taste a chemical, you must leave the exposure area ***immediately*** and advise your supervisor.

Noise

Exposure to excessive noise can cause hearing loss. Advancements are being made in the reduction of noise but there are sometimes processes and machines where noise is above the safety standards. Employees working in these areas will be required to wear personal protective equipment when directed by their supervisor.

A good rule of thumb is: If you have to talk louder than normal to make yourself understood over the machinery noise, you probably need to wear hearing protection.

If you would like hearing protection and the client does not provide it, please advise your Link Representative.

HEAT RELATED ILLNESSES

There are several types of heat related disorders and it is important to be able to recognize their signs and symptoms:

Heat Rash (prickly heat): is caused by sweat ducts becoming clogged and results from hot, humid, environments. Symptoms include red rash and itching. Bathing regularly and keeping the skin clean and dry can help prevent heat rash.

Heat Cramps: heat cramps are painful spasms of the working muscles and may be a danger signal of a heat related disorder. Often, heat cramps don't occur until later when relaxing after work. Seek medical aid if cramps persist.

Heat Exhaustion: occurs when the body's heat control mechanism is overactive (sweat rate and blood flow are high) but has not broken down completely. Symptoms may include: rapid breathing, rapid pulse, heavy sweating, thirst from dehydration, fatigue and fainting, headaches, loss of coordination, and nausea or vomiting. Medical attention must be sought for heat exhaustion cases.

Heat Stroke: is the most serious heat related disorder and can be life threatening. Heat stroke is a failure of the body's temperature regulating mechanisms. Sweating may actually cease causing body temperatures to rise quickly to dangerous levels. Heat stroke is considered a medical emergency requiring prompt medical attention. Early symptoms include high body temperature, absence of sweating (in most cases), confused state, difficulty breathing, nausea or vomiting, dry, hot skin, and may lead to loss of consciousness and collapse if not treated quickly.

If a worker displays any symptoms alert a Supervisor right away. Move the person to a shaded area, loosen his/her clothing, give him/her (a little at a time), and cool him/her down with ice packs or cool water.

The best treatment is **prevention** and there are several things you can do to help prevent heat related disorders such as:

- Pace yourself. Take frequent breaks in a shaded area.
- Frequent fluid consumption every 15 minutes (don't wait until your thirsty).

- Proper body clothing and attire.
- Caffeinated beverages should be avoided as they may increase urine production and add to dehydration.

SLIPS, TRIPS, AND FALLS

1. Stay alert and pay attention to where you are walking. Walk around obstructions not over or on them.
2. Walk, do not run.
3. If you see a spill, have someone stand guard while you report it to your supervisor.
4. Keep walkways, aisles, and stairs clear of tripping and falling hazards.
5. Always practice good housekeeping. Keep your work area clean. Properly dispose of trash in a timely manner.
6. Stay away from dock and platform edges. Watch where you place power cords and hoses. Do not place power cords, cables, or hoses in walkways or where they are exposed to be run over by material handling equipment.

LIFTING, CARRYING, PUSHING AND PULLING

The first rule for any manual lifting assignment is: “**THINK**”

1. Before you attempt to lift any object, plan and test the lift.
2. Check the object’s weight. Squat down and try lifting just a corner. Remember, never lift anything over 50lbs.
3. If you do not feel comfortable about the lift, the object requires awkward handling or it is too heavy, **DON’T LIFT IT!**
4. Ask someone close to help you or request a hand truck or other mechanical lifting device.

Once you have decided that you can lift an object, you **MUST** follow some basic steps in making a proper lift:

1. **First**, position your feet: preferably one foot alongside of the object to be lifted and the other foot slightly behind the first and about shoulder width apart. This will provide the balance you need for a correct lift.
2. Tighten the muscles in your stomach by pulling your stomach in and straightening your back (spine).
3. **Remember a straight back does not mean a vertical back. You can still keep your back straight even if required to lift at an angle.**
4. Bend your hips and knees and draw the object close to your body. Bending your knees will aid in keeping your back straight and bending your hips will allow you to keep the load close to you.
5. **Grasp** the object by opposite corners and position your body so its weight is centered over your feet.

6. Start the lift by pushing against your heels, and then slowly straighten your legs. **Remember to use smooth movements and avoid jerking**
7. **Once** the object has been lifted, keep the load close to your body and if required, turn your whole body as a unit, including your feet. **Don't Twist!**
8. If more than one person is required to lift an object, designate one person to act as the leader. Have that person direct the movements out loud so you can coordinate your movements. Lift at the same time. Use your legs to lift, not your back.

Carrying

1. Keep your back as straight as possible.
2. Keep the object close to your body.
3. Move slowly, with small steps
4. Move your feet to change direction. Do not twist!
5. Put your object down by bending your hips and knees, keeping your back straight and the load close to your body.
6. If more than one person carries an object, designate one person to act as the leader. Have that person direct the movements out loud so you can coordinate your movements. Keep the load level when carrying. Move smoothly together and unload at the same time.

Pushing

1. Stand close to the object to be moved. Look around area and make sure all is cleared of any obstacles prior to pushing.
2. Crouch down with your feet shoulder width apart.
3. Bend your elbows and put your hands on the load at chest height.
4. Lean forward and if possible; put your chest and hands against the object.
5. Keep your back straight, crouch and push with your legs.

Pulling

1. Look around area and make sure all is cleared of any obstacles prior to pulling. Place your feet shoulder width apart with one foot behind the other. Stay close to the object to be pulled. Allow enough room between you and the object so that it will not hit your feet.
2. Grasp the object firmly, as close to its center of gravity as possible.
3. Crouch, leaning away from the object and counterbalance the weight of your body against the resistance of the load.
4. Pull by straightening your legs. Keep your back straight.
5. Step backward while continuing to crouch. Let your legs do all the work.

When possible, pushing is preferred over pulling.

MACHINERY

Do not operate any machinery without proper authorization, training, and instruction. It is the client supervisor's responsibility to make certain that each employee knows and understands the proper operation of the machine as well as any potential hazards involved. Never operate machinery without complete and clear instructions from your supervisor. If you have any questions or doubts whatsoever about the hazards or operation of any machine, **DO NOT** operate it until your supervisor has answered your questions.

Since machine-related accidents are often very serious, any written rules or supervisor's directions, which are not explicitly followed, will result in strong disciplinary action and/or dismissal.

1. DO NOT operate machinery or equipment without proper instruction, authorization and training.
2. Report all hazards or malfunctioning equipment to your supervisor.
3. Machines should not be oiled, cleaned or adjusted while in operation.
4. Manufacturers place guards at hazardous points on machinery. They must be in place and operational when you are working with or around the machine.
5. Safety devices or guards must not be bypassed, blocked, tied down or altered.
6. NEVER operate a machine that has guards that are altered, removed, or purposely bypassed.
7. Operating a machine with the guards by-passed, may be grounds for disciplinary action up to and including termination.
8. Before turning on any machine make sure all points of contact with moving parts are properly protected.
9. Make sure everyone is clear of the machine before you start it.
10. Do not alter machines or machine safety guards. Tell your supervisor if you feel a guard needs to be changed.
11. If the guards on a machine are not working correctly, STOP immediately and inform your supervisor.
12. Never reach around or under a machine guard.
13. No machine should be left running unattended, unless it is specifically designed for that purpose.
14. Do not try to slow down or stop a moving part by hand or with a makeshift device. **WAIT FOR THE MACHINE TO STOP!**
15. Before clearing a jam or repositioning stock, be sure to turn the machine off and wait for it to FULLY stop moving. If there is any risk that someone else may reactivate the machine while you are clearing the jam, a lock out must be used. (Refer to Lock out procedures pg.20).
16. Adjusting tools or keys should not be left in places where they can fall, slide or be thrown into the machine while it is operating.

17. Do **NOT** wear jewelry, gloves, neckties, unbuttoned long sleeves or loose clothing around machines. Long hair should be tied back.
18. Machines should always be clean and free of rags, tools or other devices.
19. The floor around the machine must be clean and dry to avoid electrical shock, slipping or falling.
20. Use the proper brush, hook or tool to remove residue such as chips, shavings or paper.

HAND TOOLS

1. Inspect all hand and power tools before use daily. Be sure that tools are in proper working condition and that all safety guards are present. Additionally, a thorough inspection must be made of the electrical cord and its components.
2. Do not use any tool without proper training, instruction, and authorization.
3. All metal parts, which do not carry electrical currents (handles, housing, etc.), must be grounded when connected to a power source. If the plug does not contain three (3) prongs, check the item's label to make sure that it reads, "Double Insulated".
4. Do not use extension cords, except on a temporary basis. If you must use an extension cord, only use industrial extension cords. **NEVER** use cords that have breaks or patches.
5. All tools must be used in accordance with manufacturer's instructions and within their capacity.
6. All tools, regardless of ownership, must meet safety standards and be in good condition.
7. Keep tools in good condition. Use, maintain and store power tools according to the manufacturer's instructions.
8. Inspection of tools may be made at any time by Link or client management. Supervisors are authorized to ban the use of unsafe tools, regardless of ownership.
9. Faulty tools must be tagged as unsafe and immediately removed from the work area.
10. Use the proper tool for the job. Do not substitute, alter or use makeshift tools.
11. Never leave power tools running while unattended.

LADDERS

Link employees are not allowed on scaffolds or ladders more than 12 feet above ground level **UNLESS** prior approval is obtained from Link. If you were not specifically advised that your assignment would require you to work on ladders or scaffolding, please call your Link Representative immediately. **Work above 6 feet off the ground requires fall protection and fall protection training.** Failure to wear fall protection when working at heights at or above six (6) feet without fall protection is grounds for disciplinary action up to and including immediate termination.

1. To correctly position a straight ladder, place the feet parallel to the wall at a distance that is equal to one-fourth the ladder length.
2. When in use, ladders must be firmly placed, held, tied or otherwise secured to prevent slipping or falling.
3. Metal or fiberglass ladders **must** have rubber, nonskid base plates.
4. Portable metal ladders should never be used near energized electrical circuits where they might be in danger of contact with the circuit.
5. Ladders must not be placed in front of doors that open toward the ladder unless the door is held open, locked or guarded.
6. Stepladders should **NEVER** be used as straight ladders. When using a stepladder longer than 10 feet, another person must hold the ladder to stabilize it.
7. Don't ascend or descend ladders while carrying equipment or materials in your hands. Have both hands free.
8. Standing on the top or second to top step of the ladder is extremely dangerous and must be avoided.
9. Ladders must be inspected regularly and frequently. All defective ladders must be removed from service immediately.
10. Do not use chairs, boxes, etc. as ladders.
11. Only one employee is to use a ladder at a time.
12. Never place a ladder against a window or other weak support point
13. If your assignment requires a great deal of ladder use, boots with heels and non-skid soles are recommended.
14. Ladders are required to have a weight rating. Check the rating before using to be sure you are not too heavy for the rating of the ladder you intend to use.

AUTOMATED MATERIAL HANDLING

Forklifts, Pallet Jacks, Motorized Selectors (collectively Powered Industrial Trucks)

Link field staff employees are reminded that in order to comply with OSHA regulations, only trained and certified employees are allowed to operate forklifts, pallet jacks or motorized selectors. (For the purposed of this section these will all be referred to as forklifts.) If you have not been trained and authorized, you **CANNOT** operate this type of equipment. If asked, notify Link immediately.

1. All traffic regulations established within the work site **MUST** be followed. A safe driving speed is determined by the driving surface, load stability, and facility rules and regulations.
2. Drivers are to slow down and sound horns at aisle intersections, blind spots or other dangerous locations.
3. No one is permitted to ride on any portion of a forklift unless they are in a provided seat or lift basket manufactured specifically to elevate workers.

4. Operators of pallet jacks and selectors must stand within the drivers operating area. Arms and legs must remain inside the protected operator's area.
5. No one is allowed to stand on or pass under the elevated portion of a forklift whether loaded or empty.
6. Forklifts are to be inspected at the beginning of each shift or when you first start them.
7. Fueling is allowed only when the engine is shut off.
8. Report any problems concerning the forklift to your Supervisor. Follow your Supervisor's instructions concerning problem resolution.
9. Only trained and authorized employees may perform maintenance on a forklift. To perform this function, it must be part of the assignment as explained by your Link Customer Service Representative.
10. Operators moving a load must travel with the forks about 6 inches off the ground or as close to the ground as possible without dragging your forks or jarring your load.
11. If the object to be moved obstructs the operator's vision at this height, the operator should move the load in reverse. However, he/she should turn as far in the seat as is possible to face the direction of travel.
12. No employee shall elevate another person in any container or platform other than one designated for human occupancy and elevation.
13. If you leave your forklift unattended, be sure to put the transmission in neutral, set the parking brake, remove the key, and set the forks in the lowest and foremost position.
14. A load that exceeds your rated capacity for maximum weight or center of gravity should not be attempted.
15. Never turn on an incline.

MATERIAL HANDLING – HAND TRUCKS

1. When stacking a load, place heavy objects on the bottom of the load.
2. Position load toward the front handle of a horizontal hand truck.
3. Do not stack a load above eye level.
4. Secure bulky, awkward, or delicate objects to the truck.
5. To control the load,
 - Get a firm grip.
 - Keep your back straight and knees bent.
 - Lean in the direction you are traveling.
 - Walk, do not run.

WELDING, CUTTING, AND ALLIED PROCESSES

Safe Work Practices

1. Wear proper Personal Protective Equipment (PPE) for the job.
 - a. Types of PPE Include:
 - i. Protective clothing – wear clothes made of a very high percent of natural fibers. 100% cotton or leather – where appropriate, is usually best. Applying heavy starch is also a recognized method of retarding flammability. (NEVER wear synthetics such as polyester or nylon)
 - ii. Eye, face, and head protection
 - iii. Hearing protection
 - iv. Respiratory protection
2. Inspect equipment for leaks, damage, faulty valves or regulator problems before beginning work.
3. NEVER disable breakers, fuses, guards, or automatic shutoffs.
4. Keep people away from your flash, sparks, and heat.
5. Keep welding equipment, cables and hoses away from passageways, ladders, and stairways. Secure equipment so it won't fall.
6. Pick up tools and waste as you go.
7. NEVER work in tanks, boilers, or other confined spaces.
8. Use required fall protection when working above 6ft and never go above 24ft. Use proper ladder, scaffold or lifting mechanism. NEVER use make shift.
9. If a ground is provided you MUST use it. Failure to do so is very dangerous and grounds for immediate termination.
10. Familiarize yourself with the location of fire extinguishers and blankets.
11. Use flash shields when working in a heavily populated area.
12. If you are working on an elevated surface you must guard from generating slag or sparks that can fall on people or product below. Ask your supervisor for a protective "ground" covering. NEVER use cardboard or flammable materials for this purpose.

Hot Work

Hot work is any activity that creates heat, flames, sparks, or smoke, such as gas or arc welding, cutting, grinding, brazing, or riveting. Only trained and authorized field staff may perform hot work operations. OSHA requires authorization by the client supervisor and in some cases a written permit before hot work operations begin. The permit will outline job specific hazards, safety precautions, and PPE needed for the job. If you have any questions concerning job procedures, ask your client supervisor before beginning.

COMPRESSED GAS CYLINDERS

1. Use extreme care when handling compressed gas cylinders. DO **NOT** drop, jar or expose them to extreme temperature.
2. Except when in use, the valve cap or valve protection device must **ALWAYS** be in place.
3. Always store compressed gas cylinders (whether full or empty) in an upright position. Chain or otherwise secure them so they cannot be upset or fall.
4. Never store cylinders near any source of heat, flame or sparks.
5. Never handle any cylinder whose contents are not clearly marked.
6. Never use damaged cylinders.
7. Never roll or drag cylinders.
8. Never connect/disconnect cylinders unless you have been authorized, properly trained, and have the appropriate personal protective equipment.
9. Unless your Link Customer Service Representative expressly advised you that you would be filling compressed natural gas tanks, you are not to perform this task during your assignment.
10. Field staff are required to be trained and authorized to fill or refill compressed gas cylinders or tanks.
11. NEVER fix, repair or perform any maintenance on a compressed gas cylinder or tank.

LOCKOUT/TAGOUT (LOTO)

Lockout/Tagout (LOTO) is the process of blocking the flow of energy to equipment during maintenance and repair. Once the power is off a lock and tag are placed on the power source to prevent it from being turned on, while work is being performed.

Any Link employee requested to perform repair or maintenance on equipment or tools at a job site *must* first receive training and a lock from the client, as well as, authorization from your designated Link Staffing Representative.

ELECTRICAL SAFETY

Only **AUTHORIZED** personnel are **EVER** permitted to do any electrical repair, adjustment and testing or service work. Government codes regulate these requirements and impose strict guidelines to follow in the area of electrical safety. Additionally, many states require special licensing for electricians and journeymen. Inform your Link Representative of all current state and local electrical certifications and licenses.

Electrical Lockout Policy

OSHA has established minimum standards that apply toward the protection of all employees at a facility where the Lockout/Tag out procedure is in use.

When a Lockout procedure is in action, there are three identifiable groups:

1. **Authorized:** If you are involved in any way in the Lockout procedure, you **MUST** get training from your Client Supervisor. Each Lockout will have its own hazards based on the energy source that is being brought to Zero Energy State. You also **MUST** have your own lock anytime you have any risk from re-energizing
2. **Affected:** These employees are not involved in the lockout but are somehow affected. Examples of Affected are line stoppage and altered travel routes. Each Affected person must be notified of the onset and conclusion of a lockout. The conclusion notification must take place prior to energizing.
3. **Others:** These people who have no effect from, and often no knowledge of, the lockout procedure currently operating.

It is important for your safety and the safety of those around you that you know these groups and your position/responsibility when involved in a LOTO procedure. It is your responsibility to request specific training and instruction from your Client Supervisor **EACH** time you fall within the Authorized or Affected category.

Lockout Procedures

1. Prior to the procedure, alert all employees in the area that equipment will be turned off and locked out.
2. The equipment is turned off and disconnected from all energy sources.
3. A lock and tag are placed on the energy source and power control.
4. The equipment is tested to verify that all energy sources have been turned off.
5. After the work is done and all workers are out of danger the lock and tag can be removed.

This policy covers Link Staffing Services and our employees; however our clients may have variations of this policy. Check with your Client Supervisor to learn and understand their policy. **IT MUST BE FOLLOWED!**

Reading and understanding this policy is critical. However, it is not a substitute for training required to obtain authorization to perform a lockout or tagout procedure.

Performing a lockout without prior training and authorization or failing to perform a lockout as required may be grounds for disciplinary action as these omissions may cause conditions that are immediately dangerous.

Operation of Electrical Equipment

1. Make sure that all electrical tools/equipment are in safe operating condition before using them. If you are not sure or if you have questions concerning the equipment, ask your Client Supervisor **BEFORE** using it. Look for:
 - a. Cords free from cuts or scrapes that expose wires.
 - b. Examine the plug to make sure all three (3) prongs are present and not loose. If the plug has only two (2) prongs, check the tool/device label for the statement "DOUBLE INSULATED". If the equipment is not marked "DOUBLE INSULATED" and does not have three prongs, do not connect it to an electrical supply.
 - c. Check for loose parts, switches, nuts, bolts, etc. Report any problems to your Client Supervisor.
 - d. Check the receptacle before plugging in an electrical cord for burn marks, cracks, broken faceplate or foreign objects.
2. Test the equipment before using it to insure it is operating correctly. If not, unplug and report the defect to your Client Supervisor.
3. Never unplug a tool/device by pulling on the cord. Grasp the plug and pull it from the receptacle.
4. If you have any questions about how to use a specific tool/device, ask your Client Supervisor for instructions prior to beginning use.

FIRE PROTECTION

Fire Classifications

Become familiar with the 4 classes of fire. Every fire extinguisher is marked for the fire it is designed to fight. You must use the right kind of extinguisher for the fire at hand. Using the wrong one could actually make the fire worse.

- What is a **Class A** fire?
A fire involving ordinary combustibles such as wood, cloth, paper, rubber and some plastics.
- What is a **Class B** fire?
A fire involving ordinary flammable or combustible liquids, flammable gases, greases and similar materials such as gasoline, oil, paint and natural and propane gases.
- What is a **Class C** fire?
A fire of this nature is usually a Class A or B fire, but also involves energized electrical equipment. Wiring and electrical appliances are in this class.
- What is a **Class D** fire?
A fire involving certain combustible metals such as magnesium, sodium, potassium, etc.

The thought of using a fire extinguisher seems easy and logical in an emergency. However, there is a required technique for proper use of an extinguisher. As such you **MAY NOT USE A FIRE EXTINGUISHER IF YOU HAVE NOT HAD FIRE EXTINGUISHER TRAINING**. Only trained and authorized employees may use fire extinguishers. Employees must inform their Link Customer Service Representative of client requests to use fire extinguishers.

General Fire Safety

To extinguish a clothing fire on yourself, drop to the ground and roll to cause a smothering effect. For another person, use a blanket, or other means if available, to smother the fire.

1. Know where the fire safety equipment is in your work area. This may include hoses, blankets, alarms or extinguishers.
2. Never load or stack materials or equipment that blocks access to fire safety equipment.
3. Employees must never tamper with or move fire equipment except for actual use.
4. Report any equipment defects immediately to your supervisor.
5. Never use flammable liquids for cleaning purposes.
6. Before using solvents, discuss needed precautions with your supervisor.
7. Use fire retardant blankets and screens when welding or cutting pose a fire hazard.
8. Know, and strictly follow, the smoking rules in your work area.
9. Learn the evacuation routes and gathering sites for each assignment facility.

SUB-SURFACE OR DITCHING WORK

Link employees are not permitted to work in any sub-surface operations in which depth exceeds four (4) feet, or in any operation that is covered, such as tunneling. If you are operating a back hoe, digging post holes, footings or other shallow surface work, you must be sure you are familiar with the location of any underground wiring, cabling, and gas or electric lines.

CHEMICALS AND HAZARDOUS MATERIALS

In 1970, Congress passed the Occupational Safety and Health Act. Over the years amendments have been added that expanded the original requirements of the Act. The Hazardous Communication (HAZCOM or Employee Right to Know) regulations require all employers to advise their employees of the presence of any hazardous materials being used in the workplace. With a client base that changes daily, it is not possible for Link to make you aware of the hazardous materials in use at every site. Additionally, because we have no control over the client company's internal operations, we are often not advised when hazardous materials are in use, or do we know individual Safety/Emergency Plan provisions of each company. We do not want our employees to react to emergencies in a way that could cause increased injuries or make the situation worse. Link therefore wishes to advise you in a general manner what you, our employee, can do to insure the greatest measure of personal safety on the job.

Any client that uses chemicals in the workplace is required to have an “Employee Right to Know Station” where the SDS are stored. Knowing where the SDS are located and how to read one, gives you the critical keys to protecting yourself from any potential exposure at the client site. Ask your site supervisor where you can locate their safety data sheets if you should need them.

Since Link works with many client companies utilizing different chemical substances, it is our belief your personal safety is best insured by following the established safety procedures at your assigned work site. If you do not understand the procedures or the SDS information, ask your supervisor. If your supervisor is unable to provide you with sufficient information to answer your question(s), ask your Link Service Representative or Manager. We will be happy to obtain the information you requested.

Many of the materials you use every day at work and at home contain chemicals that could be hazardous to your health. More and more chemicals are being introduced into the work environment each year. Even common items like rubber cement are flammable and can be hazardous if improperly used. With this in mind, it is important that you take charge of your own safety and know what chemicals are in your work area – even if you are not directly working with them.

Link employees are required to utilize all protective equipment required by general safety rules and material safety data sheets in the performance of their work assignments.

If you are exposed to or contaminated by an unknown substance, contact your Client Supervisor immediately!

Chemicals

Identifying labels and applicable precautionary measures are required on all chemicals and hazardous materials. The label will advise you if this chemical presents a hazard. Look for common identifications such as: DANGER, WARNING or CAUTION. If you see these words on a chemical in your area, it is a good idea to check the MSDS to be sure you are knowledgeable of the hazards and safety measures needed in your work area. Many labels use the NFPA identification which is a combination of colors and numbers identifying hazards.

In this case, the higher the number, on a scale of 0 to 4, the greater the hazard. The colors identify the following:

1. Blue - Health Hazards
2. Red – Fire Hazards
3. Yellow – Reactivity Hazards, this may relate to interaction with other chemicals OR to exposure to heat.
4. White – Special or Other hazards important to note.

Labels MUST be present on all chemicals at the time you are using them. DO NOT remove or alter a label on any chemical container. If you are unclear how to read a label or cannot find the SDS for that chemical, ask your supervisor.

Do not use a chemical that has no identifying label. If you need work with a chemical and must use a temporary container, be sure to label the container. If labels are not available, you must be in possession of the container at all times and must properly dispose of the unused chemical and the container when you are done with it.

Employees using or handling chemicals must practice daily hygiene in order to prevent skin dermatitis. **GOOD PERSONAL HYGIENE, PROPER PPE** and **GOOD HOUSEKEEPING** are the three most important protective barriers against chemical hazards and are everyone's responsibility.

When working with chemicals, **Good Hygiene** includes but is not limited to:

- Washing your hands before and after using the restroom.
- Washing your hands before and after eating, drinking or smoking.
- Wearing freshly laundered clothes every day.
- Bathing every day.
- Avoiding hand to face contact before washing your hands.
- Washing or sanitizing your respirator (if required) before putting it on – each time.

In some cases, clients will advise that they will launder your work cloths and request that you do not take your work boots home. These instructions are given to prevent chemical contamination of your home. They must be followed carefully.

If you have questions about any chemical, ask your work site supervisor.

Do not use an unlabeled chemical if you are not ABSOLUTELY SURE what is in the container.

Hazard Communication Program

Information and training are required at the time of initial hire, when a new hazard is introduced into the workplace or when an employee is assigned to a new area with new hazards. Training is to include methods for detecting the presence of hazardous chemicals, the physical and health hazards associated with hazardous chemicals that are present, proper methods to protect against these materials, and an explanation of how to use and read the SDS information. The next few pages will teach you to understand the Hazard Communication Standard Labels and Hazard Communication Standard Pictogram, formally known as the Material Safety Data Sheets (MSDS).

Safety Data Sheets

All employers must ensure that Safety Data Sheets (SDS) are readily accessible to employees on every chemical in the work area. It is important to know how to read a Safety Data Sheet to protect yourself from hazards related to the chemicals. While each manufacturer may format the information as they see fit, each SDS must have the following information:

- **Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.
- **Section 2, Hazards(s) Identification** includes all the hazards regarding the chemical; required label elements.
- **Section 3, Composition/Information on Ingredients** include information on chemical ingredients; trade secret claims.
- **Section 4, First-aid Measures** includes important symptoms/ effects, acute, delayed; required treatment.
- **Section 5, Fire-fighting Measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.
- **Section 6, Accidental Release Measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.
- **Section 7, Handling and Storage** lists precautions for safe handling and storage, including incompatibilities.
- **Section 8, Exposure Controls/Personal Protection** lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).
- **Section 9, Physical and Chemical Properties** lists the chemical's characteristics.
- **Section 10, Stability and Reactivity** lists chemical stability and possibility of hazardous reactions.
- **Section 11, Toxicological Information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.
- Section 12, Ecological Information.
- Section 13, Disposal Considerations.
- Section 14, Transport Information.
- Section 15, Regulatory Information.
- **Section 16, Other Information**, includes the date of preparation or last revision.

Hazard Communication Standard Labels

All labels will be required to have pictograms, a signal word, hazard and precautionary statements, the product identifier and supplier identification. Below is a sample HCS label, identifying the required label elements, is shown below. If needed supplemental information can also be provided on the label.

SAMPLE LABEL		
<p>CODE _____ Product Name _____</p>	Product Identifier	
<p>Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____</p>	Supplier Identification	
<p>Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measures against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p>In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO₂) fire extinguisher to extinguish.</p> <p>First Aid If exposed call Poison Center. If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	Precautionary Statements	
Hazard Pictograms		
		
Signal Word Danger		
<p>Highly flammable liquid and vapor. May cause liver and kidney damage.</p>		Hazard Statements
Supplemental Information		
Directions for Use _____ _____		
Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____		

Hazard Communication Standard Pictogram

The Hazard Communication Standard (HCS) will require pictograms on the labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

<p>Health Hazard</p> 	<p>Flame</p> 	<p>Exclamation Mark</p> 
<ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
<p>Gas Cylinder</p> 	<p>Corrosion</p> 	<p>Exploding Bomb</p> 
<ul style="list-style-type: none"> • Gases under Pressure 	<ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals 	<ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame over Circle</p> 	<p>Environment (Non Mandatory)</p> 	<p>Skull and Crossbones</p> 
<ul style="list-style-type: none"> • Oxidizers 	<ul style="list-style-type: none"> • Aquatic Toxicity 	<ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

BLOODBORNE PATHOGENS

Bloodborne Pathogens can cause illness or disease when you come in contact with blood or other body fluids. These diseases include, but are not limited to HIV/AIDS, Hepatitis B (HBV), Hepatitis C (HCV), and Tuberculosis.

If you come in contact with blood or body fluids, notify your Client Supervisor immediately. DO NOT attempt to clean up blood or body fluids, contaminated equipment, or other surfaces. Workers with risk of on-the-job exposure need to be aware of Universal Precautions.

Universal precautions are infection control guidelines designed to protect workers from exposure to diseases spread by blood and certain body fluids. Universal precautions stress that all bodily fluids should be assumed to be dangerous to contact. Measures must be taken for protection against exposure to blood and certain body fluids.

These measures consist of:

Personal Protective Equipment (PPE) - PPE includes gloves, gowns, shoe covers, goggles, and glasses with side shields, masks, and resuscitation bags. The purpose of PPE is to prevent blood and body fluids from reaching the workers' skin, mucous membranes, or personal clothing. It must create an effective barrier between the exposed worker and any blood or other body fluids. Check PPE for damage before putting it on. Remove PPE carefully and in such a manner to prevent the spread of contamination.

Engineering Controls - Engineering controls refer to methods of guarding or removing hazards from the workplace.

Work Practice Controls - Practical techniques that reduce the likelihood of exposure by changing the way a task is performed like using a broom to pick up glass with blood on it rather than picking the glass up by hand.

Additionally and most importantly, it is very important to wash your hands with an antibacterial soap immediately after coming in contact with or potentially coming in contact with bodily fluids. If at all possible, DO NOT handle used needles sharps or contaminated reusable sharps. Flush exposed eyes, nose, or mouth quickly and thoroughly with water. Keep open cuts, rashes and other broken skin covered at all times.

Thank you for choosing Link Staffing Services as your employer. We welcome you to our team and hope your work experiences are safe, challenging and fulfilling!