



Maine Staffing Group

*Project Staffing, Inc., Special Teams, Inc., One Source
Preferred, Inc., Variable Employment, Inc.,
Project Flagging, Inc.*

SAFETY MANUAL

Branch Locations

•Augusta •Bangor •Biddeford •Brunswick •Lewiston •Portland

Our Commitment to Safety...

Project Staffing, Inc.'s goal is to offer our employees the best safety program possible. To do this we must provide the highest levels of safety, quality, and service. Our safety motto, "SAFETY, QUALITY, and SERVICE," must be more than a title slogan. It must exemplify how we provide the best total Safety Program.

We believe that accidents are bad business and are preventable. We believe that safety isn't something separate from the job. *Safety is how we do our job.* Working unsafe is bad business. It raises the cost in terms of human suffering and in the cost of the product or service to our client. Working unsafe causes accidents, which can destroy human potential and causes economic hardship on the injured worker and his/her family. Accidents are disruptive to our client's workplace and lower the value of the services we provide. Accidents are simply bad business.

We are committed to your safety. It is our highest priority. As such, we expect and require that you too be committed to working safely. YOU are responsible for client satisfaction. You are responsible for safety. According to the National Safety Council. Over 90% of all accidents are caused by the unsafe actions of the injured employee him/herself. Safety must be your highest priority as well.

We have provided this safety handbook as a reminder of what we expect of all employees. We simply cannot tolerate unsafe work habits or practices. If you have any questions or concerns about the safety of your job assignment discuss it with your supervisor or contact the Project Staffing, Inc. Account Manager immediately. We welcome your input and appreciate your commitment to: **SAFETY / QUALITY / SERVICE.**

Mark R. Burns
President

Gina Aube-Guimont
Safety Manager

TRAINING

PROCEDURES

- **ALWAYS** learn proper procedures before starting any new project. Even if you think you know what to do without instruction *make sure to clarify* before you begin to reduce the chance of dangerous, costly, or time consuming mistakes.

TOOLS

- **DO NOT** use any hand, power, or pneumatic tools without proper training. **ALWAYS** remember you assume personal responsibility to be informed of proper work procedures when using any tools.

CHEMICALS

- **DO NOT** handle any chemicals or other hazardous materials unless you have been fully informed of the chemical's hazardous characteristics. Know and understand the importance of proper handling procedures and **ALWAYS** review the Material Safety Data Sheets (MSDS) before using any chemical. You should know:

Procedures for safe use

Proper storage

Proper disposal

Personal protective equipment (PPE) required

First aid procedures in case of accidental contact with eyes or skin

PERSONAL PROTECTIVE EQUIPMENT

Professional athletes never step on the field without protective equipment. Be a professional, **ALWAYS** wear the protective equipment provided:

1. **Gloves** - To protect skin from chemical exposure when necessary.
2. **Eye Protection** - *Safety glasses* to protect from ordinary dust and other light hazards. *Goggles* to protect from chemical splash or heavy dust. *Faceshields* to protect from flying an/or hot material. *Welders goggles/shades* to protect eyes from painful welding burns.
3. **Hearing Protectors** - Ear plugs or earmuffs to protect hearing from damage by loud noise.



4. **Respirators** - To protect from over exposure to high levels of dust, fumes, or chemical vapors. Not all respirators are alike! Make sure you are wearing the right respirator for the job.
5. **Safety Shoes** - To protect your feet from falling or rolling/moving objects.
6. **Hard-hats** - To protect your head from bumps or from falling or swinging objects.
7. **Other PPE** may be required by the client company depending upon the hazards involved.



EMERGENCIES

FIRST AID

ALWAYS know the location of first aid kits. Know who is responsible and qualified to perform first aid if necessary.

NEVER treat an open or bleeding wound or allow others to treat your wounds without first understanding the risks associated with blood-borne pathogens (diseases spread through body fluids). It is vitally important that you wear rubber gloves to avoid contact with blood or any other bodily fluids if administering first aid to others.

INJURY REPORTING REQUIREMENTS

It is the employee's (or their immediate supervisor's if the employee is unable) direct responsibility to inform Project Staffing, Inc. that they have suffered an occupational injury or illness.

Notification. Project Staffing, Inc. must be notified as soon as possible after the injury or onset of illness, within four hours or by the end of work shift for minor injuries and within one hour for serious injuries and illnesses (requiring advanced first aid, hospitalization or results in a fatality.)

Accident Investigation. The Project Staffing, Inc. Safety Director or his representative will investigate every occupational injury/illness. All investigations will be conducted in a timely matter and are fact finding not fault finding.

PREFERRED MEDICAL PROVIDER

All employees who are injured and require medical treatment beyond basic first aid, shall contact the nearest Project Staffing, Inc. Preferred Medical Provider for treatment.

Note: If the injury/illness is life threatening, the nearest emergency hospital/facility shall be used.

LIFTING/MOVING MATERIAL

ALWAYS practice safe procedures when moving/lifting materials.

1. The first rule in moving material is, **DO NOT** lift if there is a better or safer way.
2. **THINK!** Would a hand truck, pallet jack, hoist, or forklift be better for this job? You are not a human forklift! No one expects you to be. Do not try to impress others with your strength. Over-exerting your back does not impress anyone. It only shows your unsafe attitude. You can't afford it nor can we or the client.
3. **PLAN!** If you must lift, plan your moves **BEFORE** you pick up the object. Make sure you have a clear path and a clear, flat surface on which to deposit your load. Make sure your load is balanced.
4. **GET HELP!** If the object is heavy, awkward, imbalanced, or in an odd or unsafe location get assistance.
5. **USE GOOD TECHNIQUE!** If the load is safely manageable by you alone **ALWAYS** use good body mechanics as on the following page.

PROPER LIFTING TECHNIQUE

1. **KEEP YOUR BACK STRAIGHT**-To help your back stay in balance tighten your stomach muscles and tuck in your pelvis.
2. **BEND YOUR KNEES TO LIFT** - Keeping your back as straight as possible bend at the knees. Lift with your leg muscles, not your back. **DO NOT** bend over from your waist to lift with your back!
3. **HUG THE LOAD** - Hold the load as close to your body as possible in a hugging manner. Gradually lift with your legs into an upright standing position.
4. **AVOID TWISTING** - By twisting your waist you can overload your spine. This can lead to serious injury. Make sure that your feet, knees, and torso are pointed in the same direction.
5. **BEND YOUR KNEES TO SET DOWN** - Use the same techniques used when lifting to set your load down. Keeping your back as straight as possible bend at the knees and lower the object to a flat, level, stable surface. **DO NOT** bend over at the waist when setting down the load.

IN A HURRY? It takes the same amount of time to lift safely as it does to lift unsafely. In fact, if you are injured while lifting you've wasted more than time. You might just waste your future!

Be careful! **ONLY YOU CAN LIFT SAFELY!**

Return to Work Policy

It is Project Staffing, Inc.'s policy to return all injured employees to work as soon as practicable within their capabilities approved by the physician. Project Staffing, Inc. will work with the employee, physician, and the client to enable the employee to return to work performing meaningful work. All employees are required to participate in the Project Staffing, Inc. Return to Work Program.

Accident & Hazard Reporting

ALWAYS

1. Report any unsafe or faulty equipment and conditions immediately!
Go directly to your on-site supervisor, DO NOT let unsafe conditions go unnoticed and undetected!
2. Remember the importance of importance of informing Project Staffing, Inc. of any change in your job assignment.
3. Report accidents and near misses immediately to your on-site supervisor and to Project Staffing, Inc.. DO NOT let accident or near misses go unnoticed or unreported.

*Report unsafe conditions or procedures to Project Staffing, Inc. during normal business hours. After normal after hours, leave a message on the phone center; the Project Staffing, Inc. Safety Manager will return your call.

FIRE

ALWAYS remember the importance of observing all rules concerning fire prevention including:

1. Proper use and handling of all flammable materials and chemicals.
2. Proper housekeeping prevents fires.
3. Know the location of approved smoking areas.
4. Know the location and proper use of all fire extinguishers and other first aid fire equipment.
5. Know the location of fire alarms.
6. Know the location of fire exits and fire escape routes
7. Understand the emergency fire plan.



GENERAL

1. HORSEPLAY is prohibited and may be grounds for dismissal.
2. Good HOUSEKEEPING prevents accidents and helps avoid slips and falls. Do your part!
3. Use of ALCOHOL or DRUGS on-the-job is strictly prohibited and will be grounds for dismissal.

*Pre-employment drug testing is required for some positions. We reserve the right to require drug testing for any reason including testing after an on-the-job accident.

General - continued

4. **Willful or repeated unsafe actions endangering the safety of the employee him/herself, other employees, client employees, the public or of the property of others may be grounds for dismissal. We take our commitment to safety seriously and expect all employees to do the same.**
5. **Violence, fighting, threats against others, sexual or racial harassment create an unsafe, hostile work environment. These actions will not be tolerated and will be grounds for immediate dismissal. All employees are required to report such actions. Complaints will be investigated promptly and thoroughly and with due discretion and concern for the privacy and rights of the individuals involved.**
6. **BE ALERT! REMEMBER...YOU ARE RESPONSIBLE FOR YOUR SAFETY AND THE SAFETY OF OTHERS.**

In Closing:

If you have questions, make sure that you ask your immediate supervisor or contact the Project Staffing, Inc. Safety Manager at (207) 729-5158 or 1-800-639-8802. He will work with you and the client to resolve any safety issues or answer any questions or concerns that you may have.

Remember Project Staffing, Inc.'s commitment to:

Safety - Your safety and your co-workers

Quality - Quality of the work you provide

Service - Servicing our clients

