

GENERAL SAFETY RULES

Coastal Staffing, Inc. has developed these safety rules patterned after the Federal OSHA requirements. Read and become familiar with these rules, and other safety rules that apply to your job.

1. Learn Safe Work Practices at every assignment you accept from Coastal, such as:
 - a) Lockout/Tag-Out Procedures- Guidelines for controlling Hazardous Energy during maintenance and servicing of machines or equipment from energy sources.
 - b) Machine Guarding- Any machine part, function, or process, which may cause injury, must be safeguarded.
 - c) Personal Protective Equipment- The purpose of Personal Protective Clothing and Equipment (PPE) is to shield or isolate individuals from the chemical, physical, and biological hazard that may be present in the work place.
 - d) Material Safety Data Sheet (MSDS)- This hazard communication standard identifies all chemicals and the hazards of the substance, which are used in the work site.
2. Report any observed unsafe condition to your employer/ supervisor immediately.
3. Report an injury to your employer/ supervisor immediately.
4. Horseplay is prohibited at all times.
5. The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work.
6. 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.
7. Appropriate clothing and footwear must be worn on the job at all times.
8. Where the hazard of falling objects exists, an approved hard hat must be worn.
9. You should not perform any task unless you are trained to do so and are aware of the hazards associated with the tasks.
10. You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition and worn when required.
11. Notify Coastal Staffing immediately if you are required to wear a respirator or any other such personal protective equipment, which requires training, testing, etc.
12. Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
13. The riding of a hoist hook or on other equipment not designed for such purposes is prohibited at all times.
14. Never remove or bypass safety devices and obey safety signs and tags.
15. Do not approach operating machinery from the blind side; let the operator see you.
16. Know the fire and first aid procedures of the client. Know the location of the fire extinguishers, eye wash stations, and first aid box.
17. Maintain a general condition of good housekeeping in all work areas at all times.
18. Obey all traffic regulations when operating vehicles on public highways.
19. When operating or riding in company vehicles or using your personal vehicle for business purposes, the vehicle's seatbelt must be worn.
20. Be alert to hazards that could affect you and your fellow employees.
21. 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 injury.

I certify that I have read and understand and will abide by the above listed safety rules. Failure to do so may be grounds for termination and may disqualify my insurance benefits.

Signature _____

Date _____