

GENERAL SAFETY RULES

Core Staffing Services, 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. Report an injury to your employer / supervisor immediately.
2. 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.
3. Report any observed unsafe condition or practice to your employer / supervisor.
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. Appropriate clothing and footwear must be worn on the job at all times.
7. Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
8. Learn where fire extinguishers and first aid kits are located.
9. Maintain a general condition of good housekeeping in all work areas at all times.
10. Be alert to and immediately report to your supervisor any hazards that could affect you and your fellow employees.
11. Obey safety signs and tags.
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.
13. Do not handle or tamper with electrical, computer or other equipment in a manner that is not within the scope of your duties, unless you have received instructions from your supervisor.

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.