



# Health & Safety Handbook

**Charlotte:** 704.624.8100

**Concord:** 704.251.4000

**Miami:** 786.420.6088

[decisionpathhr.com](http://decisionpathhr.com)

rev. 10/04/17

## **HEALTH & SAFETY POLICY**

DecisionPathHR is committed to the prevention of occupational illness and injury within the workplace. We will take an active role in the implementation of a Health and Safety program that will maintain a safe and healthy work environment for all of our Associates.

All Associates are required to abide by all safety and health rules and policies to ensure that safe and healthy work conditions are maintained within their assigned areas. Associates are responsible for performing their jobs safely, following legislated standards and in accordance with our Health & Safety programs and to support these programs by reporting any unsafe acts and / or conditions.

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 DecisionPathHR and may occur with or without notice.

### **Conducting business safely is an attainable goal.**

We trust that you will join us in a personal commitment to the protection of Health & Safety as a way of life.

## **1) PROHIBITED ACTIVITIES**

Associates may only perform work that they were assigned to do at a customer location. Do not perform work that you have not been assigned to do or trained to do. Contact your DecisionPathHR representative if this cannot be resolved while at a customer location. Never perform any work that is obviously dangerous or unsafe.

## **2) INCIDENT REPORTING**

ALL injuries, regardless of how small, must be reported immediately (and no later than end of your shift) and given appropriate care as soon as possible. Also contact your DecisionPathHR representative within the same time frame.

For not life-threatening injuries, speak with your Supervisor and you will be instructed on how to contact our Nurse Triage service, Medcor. Through Medcor, you will be able to speak with a nurse directly in order to determine what further treatment is needed.

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.

## **EARLY AND SAFE RETURN TO WORK**

Every reasonable effort will be made to accommodate the individual restrictions and limitations of each Associate during their rehabilitation and recovery period.

The Associate will contact their Manager / Supervisor immediately and no later than end of shift if an injury or illness occurs that may require medical attention, or results in the Associate's reduced ability to work.

In the case of work related injuries, DecisionPathHR will work with the physician in identifying suitable modified work to accommodate any restrictions indicated by the medical professional.

Associates will be offered modified work (when available) to start on their next scheduled shift. A written modified work offer will be given to the Associate and a copy will be faxed to the insurer organization.

It should be noted that the confidentiality of Associate's diagnosis and other personal health information will be maintained at all times.

Associates will be required to submit doctors' notes and all accompanied paperwork to DecisionPathHR after any visit to a doctor's office that requires medical treatment or is related to a work-related injury.

## **WORKERS COMPENSATION FRAUDULENT CLAIMS: WC FRAUD IS ILLEGAL**

**\*\*DecisionPathHR investigates claims and prosecutes fraudulent claims\*\***

State governments across the country are becoming more active in investigating and prosecuting those who submit fraudulent claims.

Common actions considered to be fraudulent:

- ✓ Staged accidents at work with a falsified report of injuries
- ✓ Working while collecting worker' compensation benefits
- ✓ Exaggerated injury claims with prolonged treatment
- ✓ Reporting pre-existing or non-work-related injuries as work-related

If someone is convicted of workers' compensation fraud, they can be liable for up to three times the value of the benefits or insurance wrongfully obtained or twice the value of the benefits or insurance attempted to be obtained, plus reasonable attorney's fees and expenses.

If you have information or evidence relating to fraud, please contact your workers' compensation administrator today.

### **3) TRAINING AND EDUCATION**

All DecisionPathHR Associates will receive basic training related to the work they will be performing. Do not engage in work that you are not trained to do or do not understand. If you feel you have not been trained properly, contact your DecisionPathHR representative.

### **4) GENERAL SAFETY RULES**

DecisionPathHR 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 for your work 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 DecisionPathHR representative or manager is aware of any safety problems you encounter while at the work site.

#### **Work Area**

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.

## Smoking

Smoking is permitted in designated "Smoking Areas" at designated break times only. Smoking areas should be clearly marked throughout the work site. If they are not marked, ask your supervisor about their location. Smoking is prohibited in ALL other areas.

## Substance Abuse (Drug-Free Workplace)

DecisionPathHR is committed at all levels to providing a safe work place for our Associates. The use of alcohol and drugs on the job negatively affects the productivity, the safety and the stability of the workplace. DecisionPathHR will not tolerate any deviations from the corporate Drug-Free Workplace Program. Associates are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe and secure work environment.

DecisionPathHR prohibits on-the-job use of illegal drugs or alcohol, coming to work under the influence, and possessing or distributing drugs on company premises. Violations of this Policy will result in disciplinary action up to and including discharge. Associates are encouraged to seek assistance from community resources on a voluntary basis for substance abuse related problems.

Associates that experience a work-related injury that any impairment could be a contributing factor will be asked to have a post incident drug and/or alcohol test conducted.

In support of DecisionPathHR client's drug-free workplace policies, DecisionPathHR will administer random drug testing for compliance to the policy. Please refer to the DecisionPathHR Random Drug Screen Policy for information regarding testing methods, procedures and right to review records.

## 5) PERSONAL PROTECTIVE EQUIPMENT (PPE)

Some work assignments at DecisionPathHR require Associates 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. Ask your supervisor to understand how to utilize the PPE given to you if you do not understand.

**ALL PPE MUST BE WORN AND USED AS INSTRUCTED!**

### Respirators

For your protection and to meet OSHA requirements, no Associate may accept an assignment that requires respirator use until they have completed a medical evaluation form or a physical with a physician. 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.

## 6) LIFTING, CARRYING, PUSHING AND PULLING

1. Size up the load. Test the weight by moving a corner of the object, and get help for heavy or awkward loads. Make sure that you have a clear path to carry the load, and a clear area to set it down. **Any load weighing more than 50 lbs, ask another person to assist in lifting and/or carrying it.**
2. Stand with your feet close to the object, and center yourself over the load. Bend your knees. This is the single most important part of lifting. The large muscles in your legs are designed to carry weight, and bending your knees gets your legs ready to support the load. Get a good grip on the object. Clean and dry surfaces are easier to handle than wet and greasy ones. Straighten your legs to lift straight up in a slow, smooth motion.
3. Keep the load held close to your body. Do not twist or turn while carrying the load. Sudden twisting motions can injure the disks in your back. Bend your knees again as you lower the load to set it down.
4. Loads on carts or wheels should be pushed, not pulled. Get help for lifting items that are long, bulky, that don't have a good place to grip, or are too heavy for one person. Know when mechanical lifting

equipment should be used instead of manual lifting. If possible, divide a heavy load into several smaller ones.

## 7) MACHINERY

Do not operate any machinery without proper authorization, training, and instruction. It is the client supervisor's responsibility to make certain that each Associate 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.

### Lockout / Tagout Policy

OSHA has established minimum standards that apply toward the protection of all Associates at a facility where the Lockout/ Tagout 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 Associates 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 must be reviewed after successful lockout/tag out training and prior to the procedure.

## 8) HAND TOOLS

1. Inspect all hand and power tools before use daily. Be sure all 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. Keep tools in good condition. Use, maintain and store power tools according to the manufacturer's instructions.

## 9) LADDERS

DecisionPathHR Associates **are not allowed** on scaffolds or ladders more than 6 feet above ground level UNLESS prior approval is obtained from DecisionPathHR. If you were not specifically advised that your assignment would require you to work on ladders or scaffolding, please call your DecisionPathHR office immediately.

Always use the correct ladder for the task. Check the weight rating for maximum load capacity prior to use.

Inspect ladders daily, do not use broken ladders. Report damaged ladders to a supervisor immediately.

## **10) AUTOMATED MATERIAL HANDLING**

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

DecisionPathHR Associates are reminded that in order to comply with OSHA regulations, only trained and certified Associates are allowed to operate forklifts, pallet jacks or motorized selectors. (For the purposes 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.***

1. Forklifts are to be inspected at the beginning of each shift or when you first start them.
2. Only trained and authorized Associates may perform maintenance on a forklift. To perform this function, it must be part of the assignment as explained by your DecisionPathHR representative.

## **11) 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.

Any DecisionPathHR Associate 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 DecisionPathHR representative.

## **12) 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 correct type of fire.

#### What is a **Class A** fire?

- A fire involving common combustibles such as wood, paper, cloth, rubber, trash and 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 Associates may use fire extinguishers. Associates must inform DecisionPathHR of any client requests to use fire extinguishers.

Learn the evacuation routes and gathering sites for each assignment facility.

## **13) CHEMICALS AND HAZARDOUS MATERIALS**

The Hazardous Communication (HAZCOM or Employee Right to Know) regulations require all employers to advise their Associates of the presence of any hazardous materials being used in the workplace.

### **Safety Data Sheets**

All Associates must have available to them Safety Data Sheets (SDS) on every chemical in the work area. It is important to know how to read a Safety Data Sheet because this document explains safety information about chemicals in the work environment. Each SDS must have the following information:

- Section 1 – Identification of the substance or mixture and the supplier
  - GHS Product Identifier, recommended uses, supplier details and emergency phone numbers
- Section 2 – Hazard identification
  - GHS classification of the substance / mixture, GHS label elements (precautionary statements, hazard symbols), other hazards not classified by GHS
- Section 3 – Composition / Ingredients
  - Chemical Identity – common name, synonyms, CAS number, impurities/stabilizers, concentrations or concentration ranges
- Section 4 – First Aid
  - First aid measures based on the different routes of exposure, most important symptoms/effects, indication of immediate medical attention if necessary
- Section 5 – Firefighting
  - Suitable / unsuitable extinguishing media and special protective equipment and precautions for firefighters
- Section 6 – Accidental Release
  - Personal precautions, environmental precautions and containment / cleanup materials and methods
- Section 7 – Handling and Storage
  - Precautions for safe handling and conditions for safe storage
- Section 8 - Exposure controls
  - Control parameters, engineering controls and individual protective measures – PPE
- Section 9 – Physical / Chemical Properties
  - Properties about the material (e.g. state, appearance, odor, pH, flash point, vapor density, etc.)
- Section 10 – Stability / Reactivity
  - Chemical stability, reaction possibilities, conditions to avoid, incompatibilities, decomposition products
- Section 11 – Toxicological Information
  - Likely routes of exposure, symptoms associated with physical, chemical and toxicological characteristics and numerical measures of toxicity
- Section 12 – Ecological Information
  - Aquatic / Soil Toxicity, persistence and degradability, bioaccumulation potential
- Section 13 – Disposal
  - Recommended disposal methods
- Section 14 – Transportation
  - UN Number, Proper Shipping Name, Hazard Class, Packing Group, marine pollutant (Yes/No), special precautions
- Section 15 – Regulatory Information
  - Regulatory bodies that govern the chemical / mixtures (e.g. SARA, TCSC, FIFRA)

- Section 16 – Other Information
  - Preparation and revisions on SDS should be in this section

Understand where the SDSs are located at your assignment facility.

### 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 signal words such as: DANGER or WARNING. DANGER implies more severe hazards while WARNING indicates less severe hazards. If you see these words on a chemical in your area, it is a good idea to check the SDS 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:

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

Pictograms will also be included within each SDS and chemical label. These standardized pictograms are intended to convey hazards through common pictures.

 <p><b>Health Hazard</b></p>	 <p><b>Flame</b></p>	 <p><b>Exclamation Mark</b></p>
<ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive toxicity</li> <li>• Respiratory sensitizer</li> <li>• Target organ toxicity</li> <li>• Aspiration toxicity</li> </ul>	<ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-heating</li> <li>• Emits flammable gas</li> <li>• Self-reactives</li> <li>• Organic peroxides</li> </ul>	<ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin sensitizer</li> <li>• Acute toxicity (harmful)</li> <li>• Narcotic effects</li> <li>• Respiratory tract irritant</li> <li>• Hazardous to ozone layer (non-mandatory)</li> </ul>
 <p><b>Gas Cylinder</b></p>	 <p><b>Corrosion</b></p>	 <p><b>Exploding Bomb</b></p>
<ul style="list-style-type: none"> <li>• Gases under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Skin Corrosion/ burns</li> <li>• Eye damage</li> <li>• Corrosive to metals</li> </ul>	<ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-reactives</li> <li>• Organic peroxides</li> </ul>
 <p><b>Flame Over Circle</b></p>	 <p><b>Environment (Non-mandatory)</b></p>	 <p><b>Skull and Crossbones</b></p>
<ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<ul style="list-style-type: none"> <li>• Aquatic toxicity</li> </ul>	<ul style="list-style-type: none"> <li>• Acute toxicity (fatal or toxic)</li> </ul>

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.



#### **14) HOUSEKEEPING AND SLIPS/TRIPS/FALLS**

Housekeeping plays a vital role in the prevention of serious hazards including, but not limited, to slips, trips and falls, strains and sprains, fire, blocked emergency exits, inaccessible fire extinguishers. In addition, general cleaning of the workplace will be addressed to prevent workplace injuries.

#### **15) UNIVERSAL PRECAUTIONS**

"Universal Precautions" will be observed and enforced at DecisionPathHR in order to prevent contact with blood or Other Potentially Infectious Materials (OPIM).

All blood will be considered infectious regardless of the perceived status of the source individual. Under circumstances in which differentiation between body fluids is difficult or impossible, all body fluids shall be considered infectious materials.

No personnel shall attempt to clean-up any infectious materials without proper training and protective equipment.

#### **16) HARASSMENT & VIOLENCE IN THE WORKPLACE**

DecisionPathHR is committed to ensuring all Associates/managers are aware of all actual and/or potential health and safety hazards associated with their area of responsibility, provide the necessary health and safety information to all Associates with regard to actual and/or potential hazards, and have knowledge of all appropriate health and safety written instructions. It is expected that managers will play an exemplary role in promoting a workplace which is free from harassment and violence.

Every Associate at DecisionPathHR should be able to work without fear of violence and harassment, in a safe and healthy workplace. DecisionPathHR will not tolerate any form of violence, harassment or abuse in any workplace against or by any Associates, directors, managers, supervisors, contractors, suppliers, clients, visitors or others.

Associates and assignees are expected to be mindful of actions or words which are, or may be construed as being, offensive or discriminatory in nature. These include, but are not limited to: ethnic, racial, religious, and sexual slurs and jokes; remarks which may humiliate or offend persons with disabilities; and unsolicited and unwelcome gestures or physical contacts of a sexual nature.

Although every effort will be made to resolve any incidents involving complaints of harassment or violence, DecisionPathHR will not tolerate such behavior on the part of its managers, Associates, assignees, or client companies. Any Associate or assignee found to be engaging in such behavior will be disciplined accordingly. Disciplinary action may include a range of measures, up to and including dismissal. In the event that a client company fails to take the appropriate action to prevent or correct the harassment or violence of an DecisionPathHR assignee, DecisionPathHR will intervene on behalf of the assignee. If such intervention is not successful in stopping the harassment, DecisionPathHR may terminate the assignment with the Client Company.

**HEALTH & SAFETY (H&S) ACKNOWLEDGEMENT FORM**

Associate's name: \_\_\_\_\_

This assignment Associate health & safety handbook should be given to and discussed with all new temporary Associates during the first week of employment.

DecisionPathHR wants to take all practical steps to safeguard their Associates and individuals, as well as to maintain a safe working environment at all times. Therefore, this DecisionPathHR H&S Handbook provides important information about our shared safety responsibilities.

As all of the information is not presented in this document, I understand that the DecisionPathHR Health & Safety Manual is available for my review, in its entirety, at any time. I also understand that I should consult my supervisor regarding any questions not answered in this Handbook.

Information, rules, and policies described in this Handbook may be subject to change. I acknowledge that revisions may occur; and all such changes will be available on the company website at [decisionpathhr.com](http://decisionpathhr.com), and I understand that revised information may supersede, modify, or eliminate existing policies. Only the management of DecisionPathHR has the authority to adopt any revisions to the policies in the Handbook.

I acknowledge that:

- I have read and reviewed the DecisionPathHR Employee H&S Handbook and its contents and I have received a copy of the handbook and acknowledgement form.
- I understand that it is my responsibility to comply with the policies contained in this Handbook and any revisions made to it.
- The above items were discussed with me and I had the opportunity to ask questions.
- I understand the company policy and position on these items.

\_\_\_\_\_  
Associate (Sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
DecisionPathHR Representative (Sign)

\_\_\_\_\_  
Date