

## **Injury and Illness Prevention Program**

Advantage Technical Resourcing has established an Injury and Illness Prevention Program (IIPP) designed to provide a safe and hazard-free environment for all employees, clients and visitors. This program is administered and maintained by Advantage Technical Resourcing's Risk Management Department. A copy of the IIPP can be located on <http://www.advantageresourcing.com> under Job Seekers, Learn more about working with Advantage Technical Resourcing, and then Associate Orientation.

The IIPP's success depends on every employee's efforts and personal commitment. Safety information and training is provided to all employees through a variety of means including safety committees, meetings, postings, emails and other communications. Some of the best safety ideas come directly from employees, so please share your suggestions.

All employees are expected to obey the safety rules including those of the client you are working with. Any unsafe working conditions or hazards should be reported immediately to a supervisor or a member of the Risk Management team. Any employee who violates any safety rule and/or fails to report an injury or illness may be subject to disciplinary action up to and including separation of employment. Retaliatory actions will not occur if you report and identify an issue or potential issue.

For further inquiries relative to the Injury and Illness Prevention Program, please contact Advantage Technical Resourcing's Risk Management Department at 800-588-0707.

## **Reporting an Injury or Illness**

Any employee who alleges a work-related injury or illness is required to report the incident immediately to a supervisor and Advantage Technical Resourcing recruiter or a member of the Risk Management team (800-588-0707).

When an Advantage Technical Resourcing recruiter is notified of a work-related injury or illness:

1. The Advantage Technical Resourcing recruiter gathers all required accident data.
2. The Advantage Technical Resourcing recruiter reports the incident to Advantage Technical Resourcing Workers Compensation Administrator via instructions found on company intranet and on [www.advantageresourcing.com](http://www.advantageresourcing.com). Information regarding the Administrator can be accessed on our website, or by calling the Risk Management team at 800-588-0707.

Any employee in need of medical attention beyond first aid should proceed immediately to the nearest emergency medical facility for treatment. For all other injuries, our workers' compensation administrator has a list of preferred providers for treatment of any work-related injury or illness. For a copy of this list, contact Advantage Technical Resourcing's Workers' Compensation Administrator or a member of the Risk Management team.

## **Hazard Communication**

Federal and State OSHA Laws require an employer to make available to all employees information about the identities and hazards of chemicals in the workplace. Therefore, to ensure your safety as an employee, it is essential that an employer train and educate an employee with regard to any hazardous chemicals and substances and provide the proper handling procedures.

All clients and customers will offer a workplace safety and hazardous substance(s) training program

prior to the commencement of an assignment. Participation and completion of these training and/or other training programs is required. If an employee should have any questions regarding the existence of hazardous substances and chemicals or any other workplace hazard, please contact a supervisor, Advantage Technical Resourcing recruiter or a member of the Risk Management team at 800-588-0707.

## **Workplace Safety Rules**

1. All employees shall adhere to the established safety rules and perform duties and responsibilities as instructed to ensure a safe and hazard-free work environment. All unsafe or hazardous working conditions should be reported immediately to a supervisor, Advantage Technical Resourcing recruiter or a member of the Risk Management team. Associates on assignment at a client's worksite shall adhere to the safety rules established by the client and shall be provided the same safety information and instruction as the client's own employees. Failure of a client to provide his information must be reported immediately to a supervisor, Advantage Technical Resourcing recruiter or a member of the Risk Management team.
2. Employees are required to adhere to the safety rules of the established safety program and that of the client's safety program. If a client does not have a safety program, please contact an Advantage Technical Resourcing recruiter or a member of the Risk Management team.
3. If an employee is uncomfortable with performing any duty or responsibility due to safety concerns, this should be reported immediately to an Advantage Technical Resourcing recruiter.
4. Any unsafe or hazardous working conditions should be reported immediately to a supervisor, Advantage Technical Resourcing recruiter or a member of the Risk Management team.
5. Any employee who suffers a work-related injury or illness should report the incident immediately to a supervisor, Advantage Technical Resourcing recruiter or a member of the Risk Management team.
6. All employees should be properly trained in handling materials and equipment if required to perform job duties assigned.
7. Any employee under the influence of alcohol, drugs or an intoxicating substance that impairs the employee's ability to safely perform their duties and responsibilities will be required to leave work and be subject to corrective action up to and including termination of employment and/or assignment. Proper arrangements will be made to transport the employee to his/her residence.
8. Horseplay, scuffling and other unsafe activities are prohibited.
9. Employees shall be required to ensure all protective devices are implemented and adjusted as instructed, and report any deficiencies promptly to a supervisor, Advantage Technical Resourcing recruiter, or member of Risk Management Team.
10. Employees shall not handle or tamper with any electrical equipment, machinery, air or water lines or other potentially hazardous device that is not within the scope of their duties and responsibilities.
11. All cords should be taped down or inserted through rubber protectors to prevent tripping hazards.

12. Fans used in work areas should have protective guards that do not permit fingers to be inserted.
13. Office equipment, including scissors or staplers, are to be used for their intended purpose only, and no employee should misuse these tools. Misuse may cause injury to the employee or other individual.
14. Store files and supplies in a neat and safe manner away from traffic areas. Store the heaviest items between knee and shoulder height and lightweight items below and above knee and shoulder height. No files or supplies should be placed higher than eye level.
15. Never stack material on top of lockers, file cabinets or other high places.
16. Store cleaning solvents and flammable liquids in appropriate containers only.
17. Keep poisonous solutions in well-labeled containers.
18. Keep floors and work surfaces dry and clean, wiping spills up promptly. Food and drinks are prohibited in areas where machinery or equipment are used or stored.
19. Stairways must be kept clear of items, and areas under stairways that are exit routes should not be used to store combustibles.
20. Do not store materials and equipment against doors or exits, fire ladders or fire extinguisher stations.
21. Upon hearing a fire alarm, stop working and proceed to the nearest unobstructed exit. Gather at the designated location.
22. Keep aisles clear at all times. Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
23. Maintain work areas in a neat, orderly manner. Throw trash and waste into proper receptacles.
24. Always use the correct lifting technique. Never attempt to lift or push an object that is too heavy. When lifting heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
25. No employee should lift, move, slide or load/unload any object weighting more than 35 pounds without assistance.
26. When carrying objects, use caution. Watch for and avoid obstruction or loose material.
27. Do not wear inappropriate footwear or shoes with thin or badly worn soles.
28. No employee should climb, elevate or hang more than six feet off the ground without proper fall protection equipment. All positions requiring working employees to work more than six feet off the ground must first have approval through the Risk Management Department.

29. No employee should handle, transport, mix or be exposed to potentially toxic or dangerous substances or chemicals unless doing so is a duty or responsibility of their position, and only after receiving proper training.
30. Do not operate, drive or assist in the operation of any heavy equipment, machinery or other mechanical device not part of your normal job duties.
31. Do not operate, drive or assist in the operation of a forklift, truck hauling vehicle, farm equipment or any vehicle you are not licensed to operate. Do not operate any of these unless it is part of your normal job duties.
32. Do not operate, use or assist in the operation of any hand-held power tools not specified as part of your job description.
33. Do not operate damaged or worn out machinery or tools.
34. All machinery must be turned off and locked out prior to cleaning or maintenance.
35. Safety guards and shields must be in operation when machines are in use.
36. Check for adequate lighting and ventilation at the beginning of each shift.
37. Do not lift or stock heavy materials below your knees or above your shoulders.
38. Be careful when using cutting devices to avoid cuts and scrapes.
39. Wear personal protective equipment as directed.

## Hazard Communication/Training Guideline

The Hazard Communication Standard will be explained and safety training will be conducted by the client company on the following items, substances or classes of substances, if they are applicable.

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|-----------------------------|----------------------|---------------------------------|
| 1. Acids/Caustics           | 7. Electrical        | 13. Infectious Diseases         |
| 2. Solvents                 | 8. Labels/TD         | 14. Carcinogens                 |
| 3. Paints/Marking Materials | 9. Data Sheets       | 15. Pressurized Can & Air Lines |
| 4. Cleaning Compounds       | 10. Gases/Welding    | 16. Asbestos                    |
| 5. Metal Dusts              | 11. Fuels-Lubricants | 17. Other _____                 |
| 6. Enclosed Areas/Pits      | 12. Adhesive         | _____                           |

Basic to all hazardous substances and operations, the following general information will be provided:

1. Flashpoints-fire and explosion data
2. Location of substances
3. Precautions in use/protective clothing and devices
4. Fire/evacuation procedures
5. First aid procedures
6. Effects of overexposure - detection methods
7. Required personal protective equipment
8. Controls for safe use and safety procedures of specific substances and general products
9. Cleanup after use, spills and disposal
10. Location of Material Safety Data Sheets and terminology
11. Protective equipment
12. Safe operation of machinery (including guarding, extension tools, and lockout/blockout procedures)
13. Forklift operation
14. Other \_\_\_\_\_

If you have any questions, please contact an Advantage Technical Resourcing representative or Advantage Technical Resourcing's Risk Management.

To the right is a sample of one of the many labels you may find while on your contract assignment. All labels must include the name of the chemical, what to do while working with the chemical, and the first aid precautions to take. Labels will be found on every product containing hazardous chemicals.

### SULFURIC ACID

#### **DANGER!** **CAUSES SEVERE BURNS**

Do not get in eyes, on skin, on clothing. Avoid breathing mist. In case of contact, immediately flush skin or eyes with plenty of water for at least 15 minutes; for eyes, get medical attention. Use protective clothing and equipment as instructed. Do not add water to acid.

**SEE MATERIAL SAFETY DATA SHEET FOR FURTHER INFORMATION.**



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**Section V—Reactivity Data**

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Stability	Unstable		Conditions to Avoid
	Stable		

Incompatibility (*Materials to Avoid*)

Hazardous Decomposition or Byproducts

Hazardous Polymerization	May Occur		Conditions to Avoid
	Will Not Occur		

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**Section VI—Health Hazard Data**

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Route(s) of Entry	Inhalation?	Skin?	Ingestion?
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Health Hazards (*Acute and Chronic*)

Carcinogenicity	NTP?	IARC Monographs?	OSHA Regulated?
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Signs and Symptoms of Exposure

Medical Conditions  
Generally Aggravated by Exposure

Emergency and First Aid Procedures

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**Section VII—Precautions for Safe Handling and Use**

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Steps to Be Taken in Case Material Is Released or Spilled

Waste Disposal Method

Precautions to Be Taken in Handling and Storing

Other Precautions

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**Section VIII—Control Measures**

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Respiratory Protection (*Specify Type*)

Ventilation	Local Exhaust	Special
	Mechanical ( <i>General</i> )	Other

Protective Gloves	Eye Protection
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Other Protective Clothing or Equipment

Work/Hygienic Practices