

## **Apex Systems Safety Manual**

This manual is designed to introduce you to basic safety concepts and raise your awareness of the importance of working safely. You must review this manual at the start of your assignment. If you have any questions contact your Apex Systems Recruiter.

Apex Systems Contract Employees have a dual responsibility. All Contract Employees are subject to the appropriate health and safety policies of Apex Systems. In addition, all Contract Employees are subject to any applicable policies of the client on every assignment. If you feel that the measures taken by a client are not adequate or contradict Apex Systems policy, you have a responsibility to report your concern to your Apex Systems Recruiter as soon as possible. Apex Systems and the client will provide training specific to each assignment. It is your responsibility to determine if the information you have been provided is adequate.

### **Apex Systems Corporate Safety Policy Statement**

Apex Systems is concerned about the safety of its Contract Employees, the safety of its client's personnel and facilities, and the protection of the environment.

It is the policy of Apex Systems to ensure that all Contract Employees placed through Apex Systems are provided with the information and tools necessary to safeguard their personal safety, and prevent harm to facilities and the environment to the extent which they have control during each assignment.

If Apex Systems determines that a client is not providing a safe working environment, Apex Systems Contract Employees will be removed from the site until conditions are acceptable. Our safety record has a direct impact on our ability to obtain business. Working safely and in accordance with applicable regulations is a condition of employment with Apex Systems.

## Introduction

Be safe, work safely, safety counts, have a safe journey, drive safely – words and phrases we have all heard. But, what do they mean?

Working safely is working so you don't have, or cause, any accidents. It is that simple.

**An accident is an unplanned event that causes injury, property damage or environmental damage, or has a high probability of causing them (a near miss).**

There are many, many causes for accidents.

Accidents can be caused by things – a ladder falls on you when you walk under it.  
Accidents can be caused by procedures – a process calls for mixing things that get too hot.  
Accidents can be caused by people – you swing, and hit a ball through the neighbor's window.

But in almost every case, accidents are preventable. In the workplace, nearly every accident is the result of someone doing something they should not have done, or not doing something they should have done. These accidents are preventable by asking yourself a basic question when you perform a task. That question is *“What can go wrong and what do I need to change to keep it from going wrong?”* The answer will usually be.....nothing. Everything looks good the way it is planned. But it isn't always that way.

*What can go wrong if I walk under that ladder? It could fall on me so I'll walk around it.  
What can go wrong if I add this water to the acid? They could react – I'd better talk to my supervisor.*

*What can go wrong if I hit a ball in that direction? That window isn't that far away – let's hit in the other direction.*

The consequences of an accident can be catastrophic, even affecting the environment or the community around you. While the monetary cost of accidents can be high there are many hidden non-monetary costs. People get hurt, causing pain and suffering. In extreme cases, people may get killed. If you are injured you may be out of work, causing additional hardships for you and your family. A facility may be damaged putting many people out of work or stopping a critical production process. A facility may be destroyed.

Safety is an attitude, and it starts with **YOU!** By working safely and watching for potential hazards, **YOU** are the one that helps to prevent accidents from happening. All of the engineering and thought and design and policies and procedures we can possibly think of will not keep you safe if you choose to work unsafely.

You will be reviewing information on a number of topics in this manual. Our purpose is to make you more aware of your working environment so that you can do your part in providing a safe, healthy workplace for yourself and every Contract Employee. Later, depending on your assignment, you will receive more in-depth training on certain topics from the client or through Apex Systems Skillsoft training platform. For example, if you are going to work in a chemical laboratory you will receive additional training on chemicals, including Hazard Communication, and Laboratory Safety. If you are on a hands-on clinical assignment, you will receive additional training on Bloodborne Pathogens.

The topics covered in this manual include:

1. Emergency Action
2. Fire Prevention
3. Housekeeping
4. Electrical Safety
5. Lockout/Tagout Procedures
6. Accidents
7. Chemicals
8. Bloodborne Pathogens or Biological Agents
9. Ergonomics
10. Drugs and Alcohol
11. Smoking
12. Horseplay
13. Slips and Falls
14. Back and Knee Injuries
15. Violence in The Workplace
16. Hazard Communication
17. First Aid
18. Personal Protective Equipment (PPE)
19. Tool Safety
20. Heat or Cold Stress
21. Restricted Activities

You will be going through these topics one at a time. Depending on your assignment, you may be assigned online safety coursework that includes knowledge testing. This section should take you approximately 60 minutes.

You will also receive site-specific training at every assignment that you go on. Make sure that you receive this training. Let your Recruiter know if you don't. Make sure that every time that you receive any site-specific training you receive documentation from the trainer that you completed it, along with a course outline. If any of the training or policies of the client contradict those that you receive from Apex Systems, notify your Recruiter for guidance.

## **1. Emergency Action**

Things can happen to you and things can happen around you. When you are at home do you know the quickest way out of the house if a fire starts? Do you know where the phones are so you can make that emergency call quickly if you need to? Do you know where the first aid kits are? Of course you do!

However, this is the same type of question that you need to ask yourself when you are at work.

*Hey, I am only going to be here a few days, so I don't have to worry about that, right? Wrong!* Remember the definition of an accident? It is an unplanned event. It can happen at any time. You need to be prepared for the correct action from your very first day on the job. Things can happen quickly. There may not be time to ask a lot of questions. Make sure that you get a copy of the facility Emergency Action Plan, or that it is clearly explained to you and that you understand it. This **MUST** be done at the start of every assignment.

You need to know:

- Who the Emergency Coordinator is
- What your responsibilities are in case of a fire
- What your responsibilities are in case of medical emergencies
- What your responsibilities are in case of a spill
- What your evacuation plans are for emergencies
- Any special needs or requirements at your current workplace

**Emergency Coordinator:** Your direct supervisor is generally going to be your first point of contact. However, the Emergency Coordinator may be providing you with training. He/she will answer any questions on emergency procedures, and will be able to take care of any first aid issues. The Emergency Coordinator will also be involved in any accident investigations.

- Know their name
- Know their telephone extension
- Know their physical location in the facility

**In Case of Fire:** It is Apex Systems policy that Contract Employees do not use fire extinguishers or otherwise attempt to extinguish fires at a client site unless you need it in an emergency to assist you in evacuating. Your basic responsibility is to report and evacuate.

You **MUST** receive site-specific training on the following:

- Who to notify and how to notify them in the event of a fire
- Locations of any manual alarms such as pull boxes
- Location of telephones or other emergency communications equipment
- Evacuation Plans

**In Case of a Medical Emergency:** Medical situations can range from minor (first aid) to life threatening (severe injury, heart attack). The client will usually have procedures in place to manage medical emergencies based on severity. However, if you have any doubt about the severity of a medical problem, treat it as a true emergency.

First aid injuries are minor incidents that can be taken care of with a Band-Aid or similar treatment, and will probably not require any follow-up treatment. The Emergency Coordinator will have first aid supplies. Make sure that the injury is reported, no matter how minor, and that you also contact your Recruiter about the injury.

Other injuries will require a doctor visit. Paperwork must be completed and an accident investigation will be necessary. You must ensure that your Recruiter is notified as soon as possible. If you are going to a clinic or hospital, make sure that the Recruiter gets information on where you are going. Follow the Apex Systems process as provided by your Recruiter for on-the-job injury including auto accidents.

An injury or illness may also occur to a co-worker. Your primary responsibility is to make sure that notifications are made in accordance with facility procedures. Then, if you can do so without threat of injury to yourself, stay with the affected person until help arrives.

You **MUST** receive site-specific training on the following:

- Who to notify for first aid injuries
- Who to notify for medical emergencies
- Location of communication devices
- Location of first aid supplies

- Location of and directions to the nearest emergency medical center

**In Case of Chemical Spills:** A chemical spill can be a drop of something that can be wiped up, or a spill requiring specialized Personal Protective Equipment, cleanup equipment, decontamination and regulatory notification. In all cases, spills must be cleaned up. Even a single drop of acid or blood on a bench is a potential hazard to another Contract Employee who does not know it is there.

Your supervisor will explain the policies at the facility where you are working. However, spill cleanup requires special training. It is Apex Systems policy that you do not get actively involved in the cleanup of any spill that may require the use of special Personal Protective Equipment. Your only role is advisor, from a safe distance, on what may have been spilled.

You do have a responsibility to report a spill when it occurs. Make sure that you are out of any danger zone. If you see other Contract Employees who may be affected warn them if you can do so without endangering yourself.

You **MUST** receive site-specific training on the following:

- Who to notify in case of a spill
- Your role, based on facility policy
- Location of basic cleanup supplies
- Evacuation procedures

**In Case Evacuation is required:** It is extremely important that you are thoroughly familiar with facility evacuation procedures. Not only must you know when and how to get out, you need to know when you should initiate an evacuation, and you need to know the immediate follow-up procedures. You need to know where to go, and whom to report to, if you are not properly accounted for after an evacuation, it may be assumed that you are still in the building. A rescue attempt could be made that endangers others. You must follow facility policy on this issue.

Evacuation routes are usually posted in areas where the Contract Employees normally work or congregate. Look for them.

You **MUST** receive site-specific training on the following:

- When you would initiate a facility evacuation
- What the notification procedures are
- What your immediate responsibilities are
- What the alarm(s) sound like
- Evacuation routes, no matter where you are in the facility
- Your specific assembly area
- Reporting-in procedures

**In Case of Special Events:** Many of our clients will have additional procedures to include events such as severe weather, earthquakes, bomb threats, or nuclear safety. If you receive any of this additional special training, make sure that your Recruiter gets copies of the documentation on your file. All of the information works to make you a more valued Contract Employee.

## **2. Fire Prevention**

A fire is typically the most catastrophic event that a company will ever endure. A fire can cause injury or loss of life. A fire can cause damage to the community and/or environment. A fire can put an entire workforce out of work. A fire can put a company out of business.

All it takes for a fire to start is for three simple things to come together at the same time.

- Something that burns
- Oxygen
- An ignition source

All of these are present in abundant quantities in every workplace

**Something that burns:** wood, paper, solvents, clothes, plastic, cardboard, rubber, leather. Just where you are sitting now, look around you. What can you see that would burn?

**Oxygen:** the air that you are breathing right now is 21% oxygen, more than adequate to support a good fire.

**An ignition source:** a match, a cigarette lighter, a static spark, heat from friction, anything electrical, a Bunsen burner, a pilot light, pyrophoric chemicals, spontaneously combustible chemicals

*So how do you prevent a fire?* By making sure that all three of these things don't come together at the same time. Since oxygen is everywhere, the two that we can control are the combustible materials and the ignition source.

We are going to go briefly cover the ordinary measures that can be taken to prevent fires. If you are going to be working in a workplace that has quantities of highly flammable liquids, solids or gasses, you will receive more intensive training on managing these materials to prevent fires.

**Combustible Materials:** Combustible materials can be liquids, solids or gasses. The first thing you have to do for fire prevention is identify them, then isolate them properly from ignition sources.

As practice, try this at home. Try to find all of the flammable liquids you have. Most containers will say "flammable" or "combustible" on the label. It is a bad idea to transfer them to another container you may forget that they are potentially hazardous. After you have identified them, look at where you found them. Are any of them near the furnace or water heater? Near areas where you may routinely light a cigarette? Near the stove? Are any stored where they are easily accessible to children? Remember, as a rule of thumb, anything flammable or combustible is also toxic!

Common liquids you may regularly deal with at home include gasoline (extremely flammable), rubbing alcohol, liquor (how do you think they make flambé?), perfume and cologne, paint and paint thinner. All flammable liquids need to be stored in secure containers away from ignition sources. Never store or dispense them near open flames. Never smoke while you are doing things like filling up your car or adding gasoline to small engine. If you are painting with solvent-based paint, make sure the area is very well ventilated. Avoid doing things like turning on lamps or unplugging appliances if you are working with flammables. Vapors from flammable liquids are almost always heavier than air. They act like a liquid. What happens if you dump a kettle of water on the ground? It spreads out and goes downhill. Vapors do the same thing. They can



travel to an ignition source a long way from where you are using them. Remember, outlets and pilot lights are often near the ground where vapors may collect.

Common combustible gasses? Do you have a gas stove, water heater or clothes dryer? They run off of liquefied propane gas (LP) or natural gas. How about your LP barbecue grill? Your throwaway lighter contains a flammable gas. So is the gas used in gas welding (acetylene) and the gas in your little household torch (propane). Do you have a camp stove or lantern that runs off a little gas cylinder? How about cans of spray paint? So, how many do you think you had? Like the combustible liquids, gasses need to be identified and isolated. Some, like natural gas, have a distinct odor (it is put there on purpose). If you smell it, don't ignore, if it is strong, get out and get help.

Combustible solids are like oxygen. They are everywhere. Most do not pose a particular fire hazard if kept away from obvious ignition sources, but some can ignite all by themselves under certain conditions. And dusts can be extremely explosive. Even dusts of something that is not normally combustible, like iron dust, can be extremely flammable or explosive under the right (or wrong) conditions. If you are working with or around any of these materials, make sure that you get special instructions.

You can keep combustible solids away from obvious ignition sources, like anything with an open flame (stove, water heater, dryer, welding machine). But because you cannot normally store combustible solids away from all ignition sources (where do you store that chair?), once you have **identified** them, you can **isolate** them by keeping the ignition sources away from the combustible solid.

**Ignition Sources:** There are many possible ignition sources. Many are "built in" and can't be removed, like electrical switches and equipment. As part of a fire hazard evaluation you still need to identify them and isolate them. However, in order to isolate them, you need keep the combustible material away from them.

Open flames are the most obvious sources. Common ones are Bunsen burners, gas stoves water heaters and clothes dryers. Also included are matches, gas barbecue grills, cigarette lighters, welding equipment, camping equipment and campfires. Remember, an open flame is hot enough and has enough energy to ignite almost everything combustible, including solids, liquids and gasses. Fortunately, an open flame is also the easiest to identify and the easiest to control.

Electrical sources are also common. Every time you turn on a light switch or click on a lamp it generates a little spark. If you unplug something or plug something in that is still turned on so it is drawing current, it generates a spark. Ever use one of those little piezoelectric lighters to start your grill? That little electric spark works well, doesn't it? A light bulb is hot enough to ignite some things if they come into contact with it. Motors generate sparks as they run. Arc welding machines generate a lot of intense sparks. If equipment develops a short it generates intense heat with potential for fire. Many fires are started every year from appliances like coffee pots, toasters and toaster ovens. These must always be turned off when not in use, and it is also a good idea to unplug them.

Heat can also act as an ignition source. For example, a liquid called carbon disulfide will burst into flame if it is poured on a steam pipe. An electrical stove burner can easily ignite most common combustible materials even though there is no open flame. So can hot metal from a welding or grinding operation, the surface of a hotplate or the catalytic converter on your car.

Static electricity can ignite the vapors from flammable liquids. In fact, liquids passing through a pipe or tube can generate their own static discharge and ignite themselves.

Friction can do it also. Have you ever seen a truck on the highway with a tire on fire? A brake locks up, the tire skids for a while and gets hot enough to catch fire. A bad bearing in an electric motor can do it. Or, how about starting a fire by rubbing two sticks together. It works!

Some things are spontaneously combustible; they can catch on fire all by themselves. Oily rags are a common example. If you throw them into a pile in the corner, they can heat up and burst into flame. They need to be stored in a covered metal container.

Some things like certain acids can react with other things to start fires. Some will actually provide additional oxygen (oxidizers) while they are doing this to make it even worse. The more oxygen you have, the faster and hotter the fire burns. You usually don't find these types of materials outside of a laboratory or chemical plant, but if you are working with them or around them it is very important that you know how to handle and store them.

Keys to Fire Prevention Are:

- IDENTIFY flammable and combustible materials around you, including solids, liquids and gasses. Make sure that you know how to handle them and store them. IF you have questions, ask.
- IDENTIFY potential ignition sources around you. Look at open flames, electrical sources, friction, static electricity and reactive chemicals.
- ISOLATE them from each other. In particular, watch how you handle materials around open flames-again, an open flame will ignite just about anything combustible. But also be careful with electrical sources and all other potential ignition sources.

### Fire Extinguishers

It is Apex Systems policy that Contract Employees do not use fire extinguishers or otherwise attempt to extinguish fires at a client site unless you need it in an emergency to assist you in evacuating.

TYPES OF FIRE EXTINGUISHERS:

- **Water** - extinguisher for ordinary combustible fires
- **Dry Chemical or CO2** - extinguisher for electrical equipment fires and for flammable liquid fires
- **Multipurpose Dry Chemical** - extinguisher for ordinary combustible fires, liquid fires, and electrical equipment fires
- **Foam** - extinguishing agent for hydrocarbon fires

Fire extinguishers are to be kept in areas easily accessible to employees. Only approved fire extinguishers are to be used. They must have an inspection tag attached. Extinguishers are to be maintained in a fully charged, ready to operate state. Fire extinguishers at Apex Systems offices shall be visually inspected monthly and subjected to an annual maintenance check. Training is provided to all employees regardless of their ability.



**ONLY** extinguish a fire when it is clearly within your abilities and the equipment available. If the fire cannot be extinguished, leave the area immediately and report to your evacuation area. **NEVER** attempt to extinguish a pressurized-fuel fed fire. **NEVER** put yourself or others at risk while attempting to extinguish an incipient fire

You **MUST** receive site-specific training on:

- The Fire Prevention Plan
- The handling properties of the chemicals you will be working with
- Special areas for handling flammable materials
- Special areas for storing flammable materials

### 3. Housekeeping

Proper housekeeping is an inherent part of every job. In addition to being a safety issue, the way that you maintain your work area gives an impression, either positive or negative, about your organization and personal habits. Always remember that you are an Apex Systems Contract Employee, and represent the Company on every assignment.

**Floor Space:** Keep the immediate area around your desk or workstation clear. If you are normally seated while working, make sure that you can move your chair around, and stand up without obstruction. If you are normally standing while you work, make sure that there is nothing in your immediate area that you could trip over.

**Aisles:** Aisles must be kept clear. In the event of an emergency, you may have to evacuate rapidly under poor lighting conditions. You may be evacuating with crowds of other people trying to get out at the same time. In a worst-case situation, your ability to get out of an area or a building rapidly can literally mean life or death.

If there are any floor openings, they must have a cover that is smoothly flush with the floor. Damage to floors such as holes in the concrete, missing or popped up tile or carpet edges sticking up must be repaired immediately. If you ever trip in an aisle just walking around, look down to see why and get it fixed.

**Combustible Material:** Don't let combustible material collect around you. Make sure that trash is put in wastebaskets, and that they are emptied every night. Don't use the floor space around your desk for filing. Don't use countertops for storing chemicals. When you are done with something, put it away in its proper storage area. Never use a laboratory hood for storage. The more readily combustible material that is available for a fire, the hotter it gets and the faster it spreads.

**Doors:** Exit doors must never be locked from the inside, nor must they ever be blocked. They should always open outward. You should be able to open them without using your hands. They should be marked with an "EXIT" sign, and have emergency lighting. If a door does not go directly outside, it may be marked "Not an Exit". If they are not normally used for Contract Employee traffic, it is easy to store things in front of them, blocking them for rapid egress. Whenever you are in a new area, always do a quick mental check on where the exits are. You should do this not only at work, but also in restaurants, theaters and any large or crowded building.

Some areas have fire doors. These are designed to contain a fire within a certain area, keeping it from spreading to other areas. These must never be blocked open, or have anything placed in the area where they open and close. Some have automatic closing mechanisms, but the doorway must still be kept clear. They usually say “Fire Door” right on them.

**Stairs:** Nothing should ever be set on a stair or in a stairwell. The potential for a severe injury from a trip or fall is increased dramatically. Stairs are also a natural bottleneck when trying to get out fast, and having something in the way makes it worse. Stairs also need to be kept in good repair, and all handrails need to be securely fastened.

**Spills:** Spills need to be cleaned up immediately. If you are not sure what was spilled, get help before you clean it up, but make sure it gets cleaned up. Slips and falls from water and other things spilled on the floor are common, but should never happen. And it doesn’t have to be liquid. Powder on a tile floor can also be very slippery, as can a piece of paper on carpet.

Spills on other surfaces need to be cleaned up immediately as well. If you are working in a chemical lab, you may spill a little caustic and forget about it, but someone else may come along and put their hand or arm on it. In a clinical lab you may spill a drop of blood and someone else may be exposed. Be responsible and clean up after yourself. And if you see something that someone else left, don’t ignore it. Clean it up or report it.

**Emergency Equipment:** Emergency equipment must never be obstructed. This includes things like fire extinguishers, fire hoses, sprinkler heads, sprinkler valves, alarm boxes, first aid and other medical equipment, eyewash stations, safety showers and electrical panels.

Emergency equipment must be in plain sight. Never hang your coat on a fire extinguisher or store boxes or equipment under a safety shower. If this equipment is ever needed, it will be an urgent need. That is why they call it “emergency equipment”. Even a slight delay can result in a minor incident becoming a severe injury, or a small fire destroying a facility. If you see these areas being blocked or obstructed, speak up. It is your health, safety and livelihood that can be affected!

Many work areas are equipped with automatic sprinkler systems. Sprinkler heads must have several feet of clear space under and around them to be effective. Never stack anything close to a head.

**Laboratory Hoods:** Laboratory hoods must never be used for storage. They are for working in only. Storing chemicals in them restricts your work area, and interferes with the airflow through the hood. Additionally, people have a tendency to store some of the more hazardous chemicals in the hood making your work area even more hazardous. A laboratory should have proper storage area for chemicals, and the hood is not it!

**Bio Areas:** If you are working in a hospital, clinic, doctor’s office or bio lab all potentially hazardous biological or infectious materials must be properly stored or disposed of. Sharps must **NEVER** be left lying out. Any samples or specimens that are potentially hazardous must be clearly labeled and put into their proper areas. Spills must be cleaned up immediately, and disinfected if necessary. Treat all blood, tissue and other fluids as infectious.

You **MUST** receive site-specific training on the following:

- Location and type of emergency equipment
- Location of exit doors

- Proper storage for all chemicals
- Hazard reporting procedures
- Procedures for handling paper and trash

#### 4. Electrical Safety

There are two major hazards from electricity and electrical equipment: fires and electrocution. Generally, if there is a hazard for one of these, there is a potential for both. Fires usually start because something shorts out or overheats. It is common for conditions that cause shorting or overheating to also present an opportunity for direct contact with electrical current. The following are some basic electrical safety policies for you, as an Apex Systems Contract Employee.

- **NEVER** repair an electrical item yourself while you are on an assignment
- **NEVER** bring an electrical item from home to the job unless your supervisor has approved it
- **NEVER** reset a circuit breaker or replace a fuse unless you have been trained
- **NEVER** use a piece of electrical equipment until you are trained in its use
- **NEVER** leave a piece of electrical equipment unattended unless it is part of a Standard Operating Procedure and your supervisor has approved it

**Cords and Plugs:** Electrical cords can be easily damaged, or get old. The outer insulation must be completely intact on every cord. If you see a cord that has been damaged so that the inner wires can be seen, it must be replaced even if the inner insulation looks good. Cords must never be repaired with electrical tape. IF they are damaged, replace them. The outer insulation on older cords can get brittle and start to crack. You can check this by bending the cord and closely examining the outer insulation. If it is badly cracked or if the inner insulation is visible, it must be replaced. It is also common for cords to pull out of the appliance that they are attached to. Never move an appliance by pulling on the cord. If you can see that the cord has pulled free so that the inner wires are visible, it must be repaired. If the rest of the cord is good, and electrician can reattach it to the appliance.

Cords must never run across a walkway without being secured so you can't trip over them, and must be protected so they cannot be damaged. Never use a cord where it can come into contact with water. Wiring for damp areas requires special electrical fittings. Never use a cord where flammable vapors are present, or where dust is present. Wiring for these potentially explosive areas also requires special fittings. If you are working in one of these special areas, never directly spray any of the equipment or wiring with water, for instance, while you are cleaning up. While they are water-resistant, they are not waterproof.

Most electrical plugs on small pieces of equipment are permanently attached to the cord. If they get damaged, it is acceptable for an electrician to replace them with a suitable plug as long as the rest of the cord is not damaged.

120-Volt Electrical equipment can either be grounded (three prongs on the plug) or not grounded (two prongs). One of the "side x side" prongs will be bigger than the other so the plug can only go in one way. Don't try to force it the other way. Two-wire plugs are usually used only on plastic-cased appliances that do not present a shock hazard if touched. Most industrial equipment is grounded regardless of construction. If it is a three-wire plug (usually a rough triangle shape) make sure that the round, bottom prong is in place. Sometimes the bottom prong will be purposely broken off so that it could be plugged into an old two-prong outlet.

Sometimes a piece of equipment will have a special plug so that it can only be plugged into a specific outlet. Equipment with a different voltage (like 240 volts) will also have a special plug and will never have only two prongs. These plugs can come in many different configurations. Many of them twist and lock into place. 110-Volt plugs can also come in different styles if they are designed to carry a higher amperage than normal.

When inspecting a plug, make sure that it is securely attached to the cord. Pull on it lightly to make sure that it doesn't pull out. Make sure that the prongs are all in place, and are not loose or bent. Any loose connection can generate sparks or heat. Look for signs of arcing such as sooty deposits, or burned or melted spots on the plug. If it shows signs of arcing, either the equipment, or the outlet that it is plugged into, may need repair. Have it checked by an electrician.

Never force a plug into an outlet. It should go in firmly and easily, and remain in place. Never use an adapter on a plug without supervisory approval. Never pull out a plug by pulling on the cord. Always grasp the plug itself.

Never use electrical plug adapters so that you can plug more than two items into an outlet. You can overload the circuit. Strip outlets may be acceptable for certain light-duty applications such as computer workstations, but they should be equipped with a circuit breaker. Check with your supervisor before using these.

**Electrical Outlets:** Electrical outlets are "hot". There is always electricity at the outlet that is transferred to the appliance through the plug and cord. Never use an outlet that does not have a proper, complete faceplate. The faceplate is designed to keep you from touching the wires inside.

Inspect outlets by looking at the faceplate for signs of electrical arcing. This will show up as black marks on the faceplate, and usually looks like carbon has been dusted around the holes. It is evidence of something wrong and should be investigated. Plugs should go in easily with slight resistance. If a plug must be forced in, there is something wrong and you need to have it checked. The outlet should also hold the plug in without letting the plug sag down. If you push in the plug and the weight of the cord allows the plug to pull partially out of the outlet, the outlet needs to be replaced. This condition may expose the prongs of the plug when they are "hot", and may also cause arcing or overheating due to the loose connection. If the outlet is anything except the traditional "side x side" vertical prongs with a round one centered underneath, find out what it is for before you use it. It will be a special application. Some outlets have a ground fault interrupter circuit, and usually have a small reset button between the two outlets. This will be addressed in the paragraph on fuses and breakers.

Never set combustible materials near an outlet. Every time you plug something in or turn something on, it may generate a spark.

**Extension Cords:** Extension cords should be used only when necessary for a temporary electrical connection. They are not a substitute for a proper cord, or for hard wiring a piece of equipment. Most of the hardware store extension cords are very light duty, and only good for a lamp or something similar. IF something with a heavy current draw is plugged into them, they can overheat or trip a circuit breaker.

Never bring an extension cord to work from home, and never use an extension cord at work without approval. Use only a grounded cord (three prongs), and it should be at least #14 wire,

with #12 or larger if you are using a cord over 25-feet long. The smaller the number on wire sizes the heavier the wire. Most home utility cords are #16 wire, very light duty.

Wire has some resistance, and the longer it is the more resistance it has. If you are using an extension cord and the appliance seems to run slow or otherwise act strangely, the cord may be too long or the wire size too small. This is also true if it runs for a short while and trips a circuit breaker. Don't use it until the cause is corrected. Never string several cords together to make a loner one. Every plug connection is a potential for line loss or arcing.

Never run extension cords where they can present a tripping hazard or are exposed to potential damage. If you are using a cord under your workstation, make sure that it is routed so you don't set your feet on it. Never run an extension cord where someone may drive over it.

**Circuit Breaking Devices:** Circuit-breaking devices are designed to shut off current before something is damaged, starts a fire or electrocutes you. A fuse is usually a one-time breaker. The connection is melted and it must be replaced. A circuit breaker is designed to be reset so if the breaker trips the circuit can be restored without replacing the breaker. A ground fault interrupter circuit (GFI) is designed to detect current going to ground and shut it off immediately. These are typically present in areas around water sources like bathrooms, garages and process areas. The interrupter can be on the actual outlet, or in a special breaker in the electrical panel. They also have special extension cords with a built in GFI for outdoor use or use in damp areas. In any case, if a fuse blows or a breaker trips it is indicative of a problem.

Know where the electrical panels are for your work area. Make sure that the individual breakers are clearly identified, and that your supervisor explains the layout to you. Remember, if a co-worker comes into contact with an electrical circuit, **DO NOT TOUCH THEM TO TRY TO PULL THEM AWAY!** You may also become part of the circuit with the same potential for electrocution. Cut off the electricity by tripping the breaker in the electrical panel to "OFF".

Never open an electrical panel door without training. Never reset a breaker unless you know **EXACTLY** what you are doing. Someone may have tripped a breaker manually to off for a specific reason. If you inadvertently reset it, you could start a piece of equipment causing damage, injury or death! Never leave a panel door open. If you ever see a panel left unattended with a cover off, contact your supervisor.

Breakers will trip sometimes due to a surge from turning something on, or sometimes for no apparent reason. With the proper site-specific training, it may be acceptable to reset a breaker once. However, if it trips again, there is something wrong. Have the equipment checked. A problem is especially indicated if the breaker trips the instant the piece of equipment is energized. Remember, a breaker trips because of an electrical overload of some type. If it didn't trip, the result could be a fire or a potential electrocution hazard. When a breaker trips, it is a warning that something is wrong, not just a nuisance!

It is easy to get complacent about the use of electricity. It is in such widespread use as a part of our everyday lives that it is easy to forget about the potential hazards. However, people are killed or injured and fires are started every day as a result of faulty electrical equipment.

Know the warning signs. If you see, hear, feel or smell anything unusual, turn it off and get it checked out before you use it. Put a sign on the equipment saying **DO NOT USE**, or otherwise warn others not to use it until it is checked. If you see sparks when something is plugged in or turned on, get it checked. Motors usually run warm to the touch. If they smell, or feel hot, get

them checked. If you smell something hot or burning, or ever see smoke from an electrical device, get it checked. If a breaker trips more than once, get it checked. Inspect cords and plugs regularly. Never try to repair equipment yourself.

You **MUST** receive site-specific training on the following:

- Policy on the use of extension cords
- Policy on resetting breakers
- Location and use of electrical panels
- Any areas with special electrical requirements

## 5. Lockout/Tagout Procedures

There may be times when equipment is shut down for maintenance, repair or other reasons. The equipment could have special hazards associated with its normal use that will need to be de-activated before maintenance work can start. These can include:

- Electrical shock hazards
- Moving parts that could injure you if they start inadvertently
- Pipes carrying chemicals that could start to fill the equipment
- Steam pipes that could heat up the equipment
- Gas lines that could fill the equipment with gasses
- Electrical heaters
- Doors that could close and latch

All of these hazards must be isolated so they cannot affect workers. This may include locking out an electrical panel so no one can turn on the electricity, locking or chaining valves shut, disconnecting and “blinding” off pipes, and securing openings in the open position.

If you notice that there is a lock like this attached to something, don't mess with it. If it is affecting something that you need to work with, call the person that is listed on the tag or call your supervisor.

As an Apex Systems Contract Employee you are not expected to manage a Lockout/Tagout program. You cannot actively participate in this program (put your lock on anything) without special site specific training. Your normal role is only to know the site policy and never interfere with a piece of equipment that has been locked or tagged.

If you do receive the proper Lockout/Tagout training by a qualified trainer onsite, send the documentation to your Recruiter. **NEVER WORK ON ANY PIACE OF EQUIPMENT UNTIL YOU ARE CERTAIN THAT IT IS SAFE TO DO SO.**

## 6. ACCIDENTS

Accidents happen because something went wrong. The equipment failed, a procedure was wrong, someone did the wrong thing – there are many causes, but often they are due to failures by people. Proper planning and training are designed to eliminate the causes, but accidents still happen. You will have certain basic responsibilities that must be completed depending on your involvement.

You will also have site-specific responsibilities:



**Reporting:** Accidents must be reported promptly. Your first report should be to your immediate supervisor, your second report must be to your Recruiter. It is not sufficient to report only to your Supervisor. This report can be verbal, and must be done as soon as practical, but no later than the end of your shift. Any accident that involves you whether or not you may have been part of the cause must be reported. This includes every instance where you have been forced to evacuate a facility for any reason.

Every injury must be reported to your supervisor even if it is a minor first aid injury that can be fixed with a Band-Aid.

Never speak to the press about an accident. Most companies have strict procedures for releasing public information to ensure that it is true, complete and accurate. You may have only a small piece of the puzzle, and your information may be easily misinterpreted or taken out of context. In fact, it could lead to costly legal action that may not be initially warranted. Reporters will go to any source to get any information available and are more than happy to get opinions if they can't get facts. If you are approached, tell them that you cannot speak for the company; they will have to talk to the company spokesperson. You do not have to identify yourself or your employer. If a government regulatory representative approaches you, contact your Recruiter immediately.

**Injuries:** Every injury must be reported using the Apex Systems process provided to you during orientation. Unless it is an emergency, you must notify your Recruiter or corporate Human Resources department **before you go for medical attention.** If it is an emergency, they must be notified as soon as possible after you have received treatment, but no later than the end of the shift. There is no exception to this rule.

You must also notify your Recruiter immediately if anyone is seriously injured or killed at the facility even if you were not involved in the incident. This is particularly true if more than one Contract Employee was injured. There are specific OSHA reporting regulations that apply to hospitalization, serious injury, or fatal accidents.

As a Contract Employee of Apex Systems, you are covered under the company's workers compensation insurance program for on-the-job injuries. It is imperative that injuries are reported immediately to ensure that you receive your legal benefits. Apex Systems will do everything it can to see that you receive the proper care for legitimate claims. However, making a claim for anything that is not a legitimate on-the-job injury is considered fraud in every state. These claims steal from your co-workers, they steal from the client, they steal from your employer and they are a criminal act. Apex Systems will prosecute fraudulent claims to the full extent of the law.

**Follow-up Activity:** Every accident must be investigated. Remember, this includes the "near-misses". The purpose of the accident investigation is not to assess blame; it is to determine the cause for prevention of similar accidents. You must cooperate fully in this investigation regardless of your involvement. Your supervisor or the facility emergency coordinator should investigate every accident. Apex Systems will investigate any accident where you are injured. They may also be investigated by outside investigators, depending on the severity of the accident. If you were involved in, or were affected by an accident make sure that you get a copy of the accident report. Every accident report must include corrective action and you must be comfortable that this action is being taken.

The most important part of the accident investigation is finding the true cause of the accident. Only when you have discovered this can you make necessary changes to prevent a similar occurrence.

You **MUST** receive site-specific training on the following:

- Accident reporting procedures
- Specific procedures in case of injury
- Any follow-up activity required

## 7. Chemicals

In some form you will be exposed to chemicals at home and at work. It may be cleaning compounds such as surface or glass cleaners, oven cleaners, toilet bowl cleaners, or it may be a variety of substances in a chemical or clinical laboratory or process area.

Regardless of what your exposure is, you need to know how to handle chemicals properly. There are no truly safe chemicals. However, any chemical can be handled safely if you know the potential hazards and how to avoid them. Ordinary table salt (sodium chloride) can preserve foods or make them taste better. However, if you gulp down a couple of tablespoons of salt it will make you sick. Water is a necessity of life, but you can drown in it. It is all a matter of dose and time. A little salt over a long period of time is OK. A lot in a short period of time isn't. This is true of all chemicals, and is the basis for the regulated or recommended standards on exposure to chemicals.

Because chemical hazards are site specific, you will receive in-depth training from the client on this topic if required by the job duties. The training provided here is general in nature to prepare you for the possibility of chemical use in any assignment.

Chemicals can enter your body through three avenues:

**Inhalation:** Every time you breathe you are drawing air into your lungs. Your lungs are a good transfer station. They are designed to get the air into your bloodstream rapidly so the oxygen can be used. But if there is anything else in that air, it also goes into your lungs and may also be absorbed into your blood. Some of these things may be toxic. Or if it is the right sized particle, it may lodge in your lungs causing future damage. Or it may coat your lungs with "goop", preventing proper air exchange.

How do you prevent exposure? You don't breathe chemicals. You use containment devices like hoods whenever necessary. You work in well-ventilated areas. If your coworker is using something and you can smell it or feel it, find out what it is before you get additional exposure. You may have to wear certain protective equipment. **NOTE: YOU MUST NEVER WEAR A RESPIRATOR WITHOUT SPECIAL TRAINING AND MEDICAL MONITORING.** If your supervisor wants you to wear one, call your Recruiter.

**Ingestion:** You don't normally go around eating harmful chemicals. But there are ways that you can ingest harmful substances without knowing it. If you smoke, you may have something on your hands that is transferred to the cigarette and subsequently to your mouth. The same is true of eating. If you have chemicals on your hands or face, you may inadvertently ingest them when they are transferred to your food. You can even ingest materials through simple things like covering your mouth when sneezing.

Never eat or smoke in an area where chemicals are being used. Never store food or eating utensils like a coffee cup in these areas. Never put your lunch in a refrigerator that was ever used to store chemicals. Never eat or smoke with your protective gloves on. Wash your hands frequently, and every time you leave a work area where you were using chemicals.

**Skin Absorption:** Your skin is a pretty good barrier against many potentially harmful substances. However, to some, it provides very little resistance. Two good examples are phenol and dimethyl sulfoxide (DMSO). Not only can these substances get through your skin, they can carry other chemicals with them that normally wouldn't go through. Some chemicals like solvents can remove natural oil from your skin making it easier to penetrate. Some like certain acids and bases will destroy your skin. Skin absorption can add to your overall exposure, so if you breathe some, eat some and touch some your overall exposure may be greater than you think. If you have a cut or abrasion, it can also provide an easy route into your body.

Never directly handle chemicals without taking precautions to prevent them from coming into contact with your skin. Wear gloves and whatever else is deemed necessary.

So, how do you avoid problems with chemicals? Simple! You don't breathe them, touch them or eat them.

You **MUST** receive site-specific training on the following if working with chemicals:

- The site-specific Hazard Communication Plan
- The site Specific Chemical Hygiene Plan

## **8. Bloodborne Pathogens Or Biological Agents**

Exposure to blood and other biological agents presents unique hazards that we rarely thought about a few years ago. Unfortunately, a mistake may prove fatal.

Apex lab assignments are restricted to Biosafety Level 1 and Level 2 facilities. You are not allowed to work in a Hepatitis B, Hepatitis C or HIV research or production laboratory without previous experience in the handling of human pathogens or tissue cultures. If you are on an assignment and find that your duties involve the above circumstances and you are not pre-qualified, contact your Recruiter immediately.

IF you are working in a clinic, clinical lab or hospital you may be working with blood, other human bodily fluids or tissue from patients that have contracted infectious diseases. You may also be working with experimental animals having the same issues. It may only be a common cold. It may be Hepatitis, SAAS or HIV. Anytime that you are dealing with blood, tissue or other bodily fluids you must take Universal Precautions. This includes wearing the appropriate Personal Protective Equipment such as gloves, masks and glasses. It includes taking extraordinary precautions to avoid being stuck with contaminated needles. It includes proper precautions when disposing of contaminated materials.

If you are working in a biotech lab or other facility where you may be working with biological agents, similar precautions must be taken. Levels of protection will be dependent upon the agents involved, and the level of participation.

If you are on an assignment with potential exposure to pathogens, you will be asked to take a series of Hepatitis B vaccinations within 10-days of starting the assignment. You may refuse the vaccination by signing the appropriate Apex Systems form.

If your assignment requires it, you will receive additional training on these issues. If you are exposed, specific procedures will be taken based on the exposure. It is important that you follow through with all of the scheduled activity.

You **MUST** receive site-specific training on the following:

- Exposure Control Plan
- Sharps Injury Log
- Exposure Determination
- Site-Specific Hazard Communication Plan
- Laboratory Safety Plan
- Waste Management

Certain medical monitoring may also be required.

Due to the potentially serious consequences of any accident involving these activities, all policies, practices and training requirements must be rigidly adhered to. Safety infractions will involve disciplinary action up to and including termination.

## **9. Ergonomics**

Some of the jobs that we do involve physical activity that is constantly repeated. This is called repetitive motion. It may include activity such as computer work, sitting or standing. Symptoms of potential problems may include muscular fatigue, numbness or tingling, or muscular aches and pains. If you continue to work without taking the proper ergonomic precautions, some conditions can develop that require surgery for correction. This is largely preventable, however, and there are many simple things that we can do to avoid any problems from this prolonged activity. Ergonomics is the science of adjusting your work station and your tasks to comfortably accommodate your body in its most natural positions.

This can include:

**Your Chair:** Your chair should be adjusted. Stand up. The highest part of the seat should come to just below your kneecaps. Sit down. You should have about 3 inches of clearance between your knee crease and the edge of the seat. Adjust the back of the seat so it supports the hollow in your lower back. Your lower legs should be comfortably straight down with your feet on the floor, or up to approximately 30" forward, never bent backward or hanging unsupported.

**Your Workstation:** When you are working, your forearms and wrists should be parallel to the floor while you are using a keyboard or other similar activity. If your table is not adjustable, adjust the chair until your forearms are parallel. If necessary, get a footrest and adjust it until your feet are comfortably situated on it. If you are using a mouse it should be situated alongside the keyboard, at the same height. You should not have to reach for it. If you have a foam rest in front of your keyboard it is not designed to rest your hands or wrists on while you are typing. It is designed to rest on when you are not actively typing.

The keyboard should be relatively flat so that you are not tilting your wrists up while you are typing. This will keep your wrists in a more neutral position.

**Your Monitor:** Your monitor should be placed directly in front of the keyboard, centered on a line drawn from between the G and H keys. The top line of text should be at, or slightly below eye level. It should be approximately 24 inches away. However, it is important that you do not have to lean forward to see it.

It must be free of glare, and the image sharp and easy to see. If you are typing from documents, a document holder should be placed next to the monitor at the same height and distance.

**Your Eyes:** It has been well documented that watching a computer monitor for long periods of time does not cause eye damage. However, fatigue or eye irritation can still result.

Look away from the screen frequently so that your eyes can focus at different distances. You can get eye fatigue if they remain focused at the same distance all of the time. If you wear contacts you may notice irritation due to dryness. Office environments tend to have lower than average humidity, and when you are working at a computer you have a tendency to blink less. Either consciously try to blink more, or use eye drops if necessary.

If you wear bifocals, make sure that you do not have to tilt your head back to see the screen. Ideally, it should be positioned so you have good vision through the main lenses. Otherwise, you may have to position it lower. Tilting your head can cause neck strain and headaches.

Single vision lenses designed specifically for computer use are also available. If you are having problems you may want to contact your optometrist.

**The Floor:** If you stand in one place for long periods of time, you can also get signs of fatigue. An anti-fatigue mat can help prevent these types of muscle aches and pains. Don't forget to move around a little.

**Move In Place:** Feeling a little stiff? Move a little. If you are standing in one place walk around frequently. Get up and readjust your chair. Stretch. Straighten out your legs, twist your torso, and raise your arms. Lean forward and back. Rotate your wrists, wiggle your fingers. Anything that you do to exercise a new set of muscles will take the strain off of the ones that you have been using continuously.

**Take Little Breaks:** Take little mini-breaks. Stand up and walk around. Get a cup of coffee or a glass of water. Look around and focus your eyes on things at a different distance, stretch. This should be done at least hourly. More if you are feeling stiff or sore.

The key to preventing injury or discomfort from repetitive activity is to vary your activity and make it less repetitive. That is why moving in place and little breaks are so important.

## **10. Drugs And Alcohol**

Acting under the influence of illegal drugs or alcohol endangers you, your coworkers, the facility and the corporation. Working under the influence of illegal drugs or alcohol is strictly forbidden. The possession and/or distribution of drugs and alcohol in the workplace is strictly forbidden. Operating a motor vehicle under the influence of drugs or over the legal blood alcohol level while on company business is strictly forbidden. Any deviation from this policy is grounds for immediate termination.

You may be required to take a drug or alcohol test for certain assignments or certain clients. If you were not previously informed of this requirement, contact your Recruiter. The test may be for the purposes of pre-employment, routine, random or probable cause circumstances, and may be required by regulations or contracts. If the required test is consistent with applicable regulations, your participation is mandatory. You will be provided with a copy of the Apex Systems Drug and Alcohol Policy. If you refuse to take the test, your employment may be terminated. If you fail the test, action will be taken in accordance with Apex Systems policy.

If you are taking a prescription medication that has been legally prescribed for you and that may affect your ability to work, you must notify your Recruiter. This includes medications that may cause drowsiness or affect your balance.

If your assignment requires that you take drug or alcohol tests, you may request a copy of the client's policy.

### **11. Smoking**

Smoking at a client facility must be done in accordance with their site-specific policy. However, it is Apex Systems policy that smoking is forbidden in any area where chemicals are stored or used in any clinical setting and in any Apex Systems office.

### **12. Horseplay**

Practical jokes and horseplay may seem to make a workplace more “fun”, however, they are a common cause of accidents and injuries. Horseplay and practical jokes are never appropriate for the workplace, and are forbidden. Don't let yourself be drawn into a situation where someone does something to you and you feel like you have to “get them back”.

If a coworker is playing practical jokes on you, notify your supervisor. Eventually, someone is going to get hurt.

### **13. Slips and Falls**

Slips and falls are one of the most common accidents that can occur. They can happen anywhere; in the office, the lab and the hospital, on the sidewalk and on the stairs, on slippery surfaces, on cement and on carpet. They account for a significant number of workplace injuries and are some of the worst injuries. And they are preventable.

Why do people fall? It is rarely because something in their body “gives way”. We fall because we slip, we trip, and we stumble. We are carrying something, we are not watching where we are going or we get distracted. So what can we do?

**Watch Where You are Going:** Look ahead to see what is coming up. Never carry something that obstructs your view. Have you ever gone down stairs “feeling” with your foot for the next stair? Bad idea. By this time you are already off balance. And who knows what may be stored on that stair. You should also never be carrying something that prevents you from using handrails.

Look for holes in the walkway that may be the result of bad concrete or broken tile. Watch out for cracks or gratings or uneven spots. Anyone who lives in cold areas knows how sidewalks can lift. But tree roots can do this also. If you don't see it, you can't avoid it.



Don't get distracted. If you need to look to the side for a few steps, stop and look, don't turn your head while you are still walking forward.

Watch for spills. Watch for snow and ice. Be extra careful in the rain.

Pretty basic, isn't it? Yet, how many times have you tripped over something that you didn't see? How high do you think you lift your feet when you walk? 4 inches? 3? 5 inches? A lot of people don't get the soles of their shoes even 1 inch off the ground. You are not going to clear much unless you see a tripping hazard and consciously lift your foot to step over it or go around it.

**Wear Sensible Shoes:** We don't need to make a fashion statement at work. Wear a comfortable shoe with a sensible heel and a good sole. The more of the heel and the sole you have on the ground, the better traction you have. Wider-based heels also lessen the chances of slipping into a small hole or crack.

Plastic and leather soles are slippery. The heel, and at a minimum the center of the sole should be made of a slip-resistant rubber compound. When you put your heel down as you take a step there is initially only a tiny contact surface on the ground. You want this as skid-proof as possible. The same thing when you are pushing off for a step; you are pushing with the center of the sole on the shoe, and you also want this to be skid-proof. Do you even look at the soles of the shoes when you purchase them? You should!

**Don't Get Distracted:** If someone calls you, if you change your mind quickly on where you want to go, if something starts to slip, don't let it distract you. A lot of falls occur when you change direction quickly. Remember Newton's Laws of Motion? One says that a body in motion wants to stay in motion. And it wants to keep going in the same direction. If you try to stop suddenly or turn suddenly, your body wants to keep going straight ahead and you run a high risk of losing traction, or twisting your knees. Play it safe. Coast to a stop, then make your turns. If you are carrying a load and parts of it starts to fall, let it go. You can make things a lot worse by trying to catch it. Don't let distractions keep you from seeing potential obstacles in your path. Always be on the lookout for slipping and tripping hazards.

**Housekeeping:** Have you ever walked by something on the floor and said to yourself, *boy, someone should pick that up, or clean that up.* If it is something small, or can be wiped up with a paper towel, that someone should be you. Don't leave a potential tripping hazard for someone else. If it is a big problem, notify the appropriate people so it gets fixed. There is not a huge difference in how slippery various surfaces are. In fact, highly waxed floors are actually safer because people expect them to be slippery and they take more precautions. But having something as simple as water spilled on a floor dramatically increases the chance of a slip when you step on it.

All it takes is a brief moment of inattention to affect your life forever. Don't let it happen to you.

#### **14. Back and Knee Injuries**

As with slips and falls, we are going to briefly discuss back and knee injuries because they are too common, and they are preventable.

These injuries are some of the worst that you can encounter. Why? Because they can affect you for the rest of your life. You have heard of the promising athlete whose career was ended

because of a knee injury. It happens. Injuries to your back or knee can restrict your ability to do simple things like walk upstairs, or tie your shoes, or reach down to pick up your kids. They can cause lasting pain, they can limit your future, and they can be prevented. Most are caused by slips and falls, or lifting.

Let's start with your back. Lower back pain is the most expensive healthcare cost in America. We have allowed this to happen through our sedentary lifestyle. Wouldn't you rather spend your money on something else? The potential for injury, particularly with back injuries, can be directly related to conditioning.

**Conditioning:** Think of what your back does for you, day in and day out. It supports a substantial portion of your body weight, all of it borne by muscles, ligaments and the little discs between the vertebrae. It allows you to walk upright and keep your head up. It lets you bend over, and straighten up again. It allows you to twist one way or the other, lean back to look up, lean forward to look down, lie down and get up. It keeps your shoulders off your hips. It protects all of the tiny nerves that send messages to your brain, and from your brain back down. And only muscles and ligaments support this marvel of engineering. It is like a tall radio tower that cannot stand alone without the wire supports holding it up. Do you have any idea how much weight your back can support without these muscles and ligaments? Would you believe that a vertical load of only five pounds could damage your disc and vertebrae! Your muscles are the wires of your back. They hold it straight, bend it and twist it. If these muscles are weak, out of condition, they can't do as much. They can get tired and sore easily. They can't lift much. They can get strained more easily. They can allow more pressure to be placed on the spine itself, potentially causing permanent damage. They can allow the back to be injured much more easily. Even without injury, weak back muscles can help to make your life pretty miserable, causing soreness and pain and limiting your physical ability.

What do you do? Just like your biceps and triceps, your pecs and quads, your back muscles can be strengthened through simple conditioning programs. You don't have to go to a fancy health club, the only equipment you need is the floor. And you don't have to spend hours every day. Fifteen minutes a day, three or four times a week can keep you in shape.

If you have chronic back pain (pain that lasts more than a few weeks) or your back is easily fatigued after only light exertion, talk to your doctor. Chronic pain will cause you to favor your back muscles because it hurts. When you use them less, they get even weaker and more subject to additional pain, and potential injury. You are forced into a destructive cycle. Your doctor can provide you with a pamphlet showing the simple exercises that you can do at home to strengthen the muscles. It's an investment in your future quality of life.

**Lifting:** Improper lifting is one of the most common causes of severe back injury. It can happen in an instant, and last a lifetime.

Your back is strongest when it is aligned. It is naturally curved, but is aligned when you have your ears, shoulders and hips in a straight line and you are facing straight ahead. Have you ever been told to stand up straight? There is a good reason for it. When you slump it puts additional constant strain on your back muscles. Twisting puts unnatural strain on your back and defeats some of the strongest muscles. **NEVER** twist your torso when lifting or carrying.

**When you lift, keep your back in the position of strength by keeping it aligned.**

Try this. Put a bag of sugar on your counter. Stand an arm length back and put one hand on your back about six inches above your hips so you can feel the big muscles alongside your spine. Reach out and lift slightly on the bag of sugar. You don't need to pick it up. Can you feel the muscles in your back tightening up? Remember, your arms are like a lever and fulcrum. The further away something is when you try to lift it, the more force it takes and the more stress it puts on your body's entire muscular system, especially your back.

**When lifting keep your back in alignment, and keep the load as close to your body as possible.**

Did you ever watch weightlifters? They do the heaviest lifting with a squat. They keep their back in alignment, bend their legs, and straighten their legs again. They bend their back. The leg and thigh muscles are the strongest muscles in the body. You may as well use them. When you are lifting, squat down by bending your knees, keep your back straight, keep the load close to your chest and lift by using your leg muscles. Don't lean forward.

**When you lift, keep your back in alignment, keep the load as close to your body as possible, bend at your knees and use your legs to lift.**

And don't forget to plan. If it is too big, too bulky or too heavy, get help. If you start to lift and feel too much strain or a twinge, get help. Do you want to feel macho and in pain? Be smart and healthy instead.

The other part of your body that is frequently injured is the knee. Your knees are pretty strong joints. They are exercised anytime you are up and moving around and have a good support system of muscles and ligaments. However, they are also pretty complicated and have a limited range of motion. They bend back. That is what they do. If they are bending any other direction with enough force, something gives. When it does, it hurts. It may also require surgical correction.

Most knee injuries occur from slips and falls, or from twisting while carrying a load. Avoid sudden changes in direction. Remember, your body wants to keep going straight ahead. Sudden changes put side stress on your knee, and it doesn't bend that way. Carrying a load makes it worse, adding additional stress. Falling directly to your knees can fracture your kneecap. Other falls may result in twisting your knee, making it bend in a direction it doesn't want to go in. So avoid Slips and Falls. If you need to turn, use your feet, not your back. This protects your back and your knees.

Protect your back, protect your knees. Don't take chances with your future.

## **15. Violence In The Workplace**

Workplace violence is an increasing concern in today's society. It can range from the extreme (homicide) to more subtle forms of violence such as psychological pressure. A rash of incidents in the US Postal Service even generated a new term, "going postal", meaning a co-worker attacking fellow workers.

Certain occupations are high risk for homicides. These include police officers, taxicab drivers, liquor store clerks, gas and convenience store attendants and jewelry store clerks. Most are related to being alone and handling money in dark or remote areas late at night.

All businesses are at risk from violence by a Contract Employee or an acquaintance of a Contract Employee.

Apex Systems Contract Employees are forbidden to take a weapon to work. If you feel so threatened that you think it is needed, your supervisor and Recruiter need to be notified. Special security precautions may need to be taken. Law enforcement agencies may need to be involved.

Apex Systems has a zero-tolerance policy toward any acts that may be considered acts of violence toward a Contract Employee. This includes any acts that may be construed as threatening. If an Apex Systems Contract Employee is the instigator of any such acts they will receive immediate disciplinary action up to and including termination. If any such acts are directed toward them they will be investigated immediately. Every Contract Employee has an obligation to report any such acts immediately to his/her supervisor and to the Recruiter. If there is any perceived danger, immediate action will be taken, including removing the Contract Employee from the assignment.

The one thing you cannot do is ignore the threat of violence. While it can happen with no advance notice, such as during a robbery, at other times there will be warning signs that should be recognized and acted upon. Many facilities will have a policy on workplace violence. If they do, read it and follow it.

**General Guidelines:** The threat of violence exists in every workplace. Contract Employees can hurt other Contract Employees, and family members or friends of Contract Employees can hurt other Contract Employee. Certain healthcare activities are at a higher risk for non-fatal attacks than most other industries. This will be addressed in a separate training module for healthcare workers. Most other typical assignments you will be going on have no greater or lesser risk than general industry.

It is obvious that overt threatening activity must be reported immediately. It must be reported to your supervisor, and it must be reported to your Recruiter. Some activity may go beyond the scope of intra-or inter-company management, and become a matter for law enforcement officials. This could include threats and any form of physical violence.

Don't ignore the warning signs. There is no such thing as a little or minor threat. If someone threatens you with violence, makes sexual threats or even threatens to make you lose your job, report it. This is not normal, rational behavior. As individuals we are not qualified to determine whether a person "really means it". Do not take a chance.

You need to pay attention to little things. It is difficult to look at some situations and figure out if you are being paranoid or if there is really something there. But anyone who initiates workplace violence against another is not totally rational and will commonly exhibit certain behavioral patterns.

Some of these can include:

- Sudden and persistent complaining about being treated unfairly
- Blaming others for personal problems
- Sudden changes in behavior with an associated decrease in job performance
- Stating that he/she would like something bad to happen to another person
- High degree of paranoia
- Sudden increased rate of absenteeism without good reason

- Sexually harassing another Contract Employee
- “Obsessing” on another Contract Employee, sending unwanted gifts, making unwanted telephone calls, stalking etc.
- Sudden increased demand on supervisors time
- Alcohol or drug abuse
- Talking to oneself
- Financial problems, especially if turned down for raises or promotions
- History of violence
- Poor relations with coworkers or supervisors
- Previous threats or violence
- Possessing and/or discussing materials that are violent in nature
- Carrying a concealed weapon, or flashing a weapon around
- Quiet seething or sullenness
- Refusal to accept criticism
- Sudden mood swings or depression
- Refusal to comply with rules, or to perform duties
- Inability to control emotions, slamming doors, yelling, swearing etc.

While many people will exhibit some of these things occasionally, a pattern can indicate a potential risk.

Someone who is not a Contract Employee, but an acquaintance of a Contract Employee, or even a random individual can also precipitate workplace violence.

Historically it has been persons such as:

- A spouse or partner in an abusive relationship
- Rejected suitors, or spouses/partners involved in a divorce or separation
- Ex-Contract Employees who were fired or laid off
- Disgruntled customers
- Persons committing armed robbery
- Persons involved in gang activity
- In schools, parents who though their children were treated unfairly, or students who were suspended, or made “social outcasts” by other students

So you can see that there are a lot more causes of stress that can initiate workplace violence than just work-related factors. Unfortunately, you can get caught in the event simply because you are there.

Do you recognize any of this in yourself? Stress affects everyone differently. Some people hide it; some make their feelings well known; some people get depressed; some people shrug it off; some people get violent. It is important to know when you need help, and to get the help you need. Has anyone ever told you that you may need help? It is not an easy thing to say to anyone. If you ever hear it, listen.

Are you a potential victim of domestic violence? Does someone you know outside the workplace threaten you? Your employer has a right to know so they can be prepared in case something happens. Do you have a protection order? Show it and a picture of the individual to your supervisor. **NEVER FORGET:** Working safely is more than protecting yourself. It also means that you work in a manner that does not expose your coworkers to unnecessary risks

**Prevention:** So what can you do to prevent yourself from being a victim?

Report any threat or perceived threat immediately. This includes non-verbal threats. A Contract Employee touches you or routinely bumps up against you. They follow you around, walk behind you when you go to your car, follow you when you are not at work. They stare at you with an angry or threatening facial expression. You should never feel fear or intimidation when you are at work or as the result of the activity of a coworker. If you enter or leave the building when it is dark, park as close as possible. Always try to walk with someone you trust. If you are concerned, ask your supervisor if you can get an escort.

Don't alienate coworkers. You don't have to like everybody, however, even if you dislike someone you can treat them courteously and with respect. Being discourteous or denigrating someone to their face or behind their back can inflame irrational behavior. If someone gets aggressive or confrontational, try to defuse them. Try to calm them down without doing anything overt to provoke them. For instance, if you throw up your hands and turn your back it may make the person even angrier. Never argue. Listen and express concern. If the person gets to the point of yelling, shouting, pounding their fist or pointing their finger, it is a signal of very risky behavior. Get out and get help. If you are ever personally attacked, yell for help as loud as you can. If the workplace is subjected to random violence such as a person walking around shooting a gun, get down and hide. Don't try to be a hero. Think of yourself, and think of the people who need you the most.

There are no quick fixes for workplace violence. It is widely recognized as a societal problem. However, there are little things you can do to help prevent it. Treat coworkers with respect. If someone "flares up" do your best to calm them down without further endangering yourself. Know when to get out. And **ALWAYS** report suspicious behavior and any perceived threat to your supervisor.

## **16. Hazard Communication**

It is the policy of Apex Systems that all employees are entitled to be informed of the known health hazards of any hazardous chemical used in the work place. This Hazard Communication Program shall apply to all employees who are exposed or potentially exposed to hazardous chemicals. This includes employees who may be exposed under normal conditions of use or in a foreseeable emergency. A written hazard communication program must be developed, implemented, & maintained at each worksite.

### **Hazard Communication (HAZCOM) Coordinator**

A HAZCOM Coordinator shall be the Safety Officer, a designated person, or the senior person at the worksite. The HAZCOM Coordinator shall be knowledgeable of requirements of the OSHA Hazard Communications Standard. At each worksite, there must be an inventory of the chemicals known to be present in the work place. Each inventory shall list the hazardous chemicals/products by an identity referenced on the appropriate Safety Data Sheet and indicate the location of the chemicals/products.

**Labels and other forms of warnings shall contain:**



- The identity of the hazardous chemical(s)
- Appropriate hazard warnings
- Name and address of the chemical manufacturer, importer, or other responsible party

Chemicals received by each department will be labeled by the Project Manager unless an appropriate label exists from the manufacturer. Employees should not deface or remove existing labels. Transfer containers (including safety cans, etc.) must also be labeled. The only exception is for portable containers into which hazardous chemicals are transferred from labeled containers and are intended for the immediate (within the same work shift) use by the employee who performed the transfer.

### **Safety Data Sheets (SDS)**

The most current SDS available shall be utilized. A master set of SDSs shall be maintained at the worksite. SDSs for a specific work area shall be established, maintained and made available to employees in designated locations within these areas. Such compilations can be unique to the work area, e.g. sets for Service Technicians on vehicles, tool rooms, shop areas, long-term service site, etc. The SDS provides information for employee and employer review including:

- Identification
- Hazard(s) Identification
- Composition/information on ingredients
- First-aid measures
- Fire-fighting measures
- Accidental release measures
- Handling and storage
- Exposure controls/personal protection
- Physical and chemical properties
- Stability and reactivity
- Toxicological information
- Ecological information
- Disposal considerations
- Transport information
- Regulatory information
- Other information

### **Employee Information and Training**

Apex Systems shall provide employees with general training on hazardous chemicals and there should be worksite specific training in their work area at the time of their initial assignment.

Chemical-specific information must always be available through labels and Safety Data Sheets. Labels and SDSs shall be legible in English. However, for any non-English speaking employees, information and training shall be presented in their language as well. The information and training shall consist of at least the following:

## Information

Employees shall be informed of:

- The requirements of 29 CFR 1910.1200;
- Any operations in their work area where hazardous chemicals are present; and
- The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals (inventory), and Safety Data Sheets required by 29 CFR 1910.1200.

## Training & Training Documentation

A series of Workplace Safety Training modules may be required by OSHA based on your role and work environment. Your Apex representative will inform you of these requirements (if any apply) and you will be required to complete this training during your first 30-days as outlined in the Compliance Training Web Instructions provided within your orientation powered by Skillsoft. Once you complete the training, it will be available under Compliance History and you can download a certificate (if desired). Site-specific training must also be provided.

## Hazardous Non-routine tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, affected employees will be given information by their supervisor on the hazards to which they may be exposed during such an activity. Additionally, there will be worksite specific information provided by the host employer in the work area at the time of the initial assignment.

*For each non-routine task employees will receive information covering:*

- Specific hazards.
- Measures the company has taken to reduce the risk of these hazards.
- Emergency Procedures.
- Required protective/safety measures.

Prior to any employee performing a hazardous non-routine task they must report to the onsite supervisor and the Apex Systems Recruiter to determine the hazards involved and the protective equipment required.

## 17. First Aid

It is the policy of Apex Systems that all Contract Employees must be provided with timely, appropriate first aid treatment. This program is the basis for meeting this expectation. All

Contract Employees must follow the procedure outlined on the Safety Ready Card. Onsite training must be provided to outline the location First Aid kits and site safety procedures.

All work-related accidents and injuries must be reported to your Supervisor immediately and before end of shift, even if no medical attention is required. All US based offices are within a reasonable distance to an urgent care facility should you require professional medical treatment.

The Host Employer will provide a First Aid kit at all worksites and Apex Systems conducts annual site safety walkthroughs to ensure First Aid resources are readily available and to assess if First Aid Training is needed based on the worksites distance from the closest medical facility as required by Federal guidelines. First Aid Kits are available for all employee's use in the treatment of minor scratches, burns, headaches, nausea, etc. All employees shall know the location of the First Aid Kit and shall notify their supervisor if they need to use the First Aid Kit.

#### First Aid Onsite

- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

#### Work Related Incidents (non-emergency)

- If you feel you have a work, related injury beyond First Aid please call the "Company Nurse" line 1-800-800-5003.
- Choose Option 1 to report an injury
- State that you are an ASGN Employee
- When asked for your recruiting office state "Apex Systems".
- The Registered Nurse answering the call will assist you with first aid instructions or direct you to seek medical treatment, if necessary.

#### Driving to seek medical care beyond First Aid

- If directed to a medical clinic, only drive yourself if it is SAFE to do so.
- If you are unable to drive yourself, call your Emergency Contact or call a Cab/Uber.
- Strains/sprains typically do not require an ambulance. Ambulance service/911 should only be called for emergency care such as loss of consciousness, trauma, or burns. For liability reasons, coworkers are not authorized to drive you to a medical facility or to your home but will assist you in finding transport. What to Do After Receiving Medical Care

### **18. Personal Protective Equipment (PPE)**

Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition if necessary because of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation, or physical contact.

Apex Systems operates primarily in low hazard office environments where personal protective equipment is not a standard protocol. However, if special projects or work activity presents

unusual hazards that can only be controlled through the use of Personal Protective Equipment, work with your supervisor to obtain and use the proper equipment for the hazards anticipated. The use of PPE must be preceded by a hazard assessment through a competent source and certified before PPE is selected and employee training is provided by Apex Systems.

All employees expected to wear Personal Protective Equipment (PPE) must be trained as follows:

- Exposures and how to identify them
- Types of PPE to wear as protection from each exposure
- When to wear them
- How to wear PPE properly
- How to care for, clean and properly store PPE.

### Personal Protective Equipment Use

When applicable Apex will provide general training and site-specific training must be provided on the use of PPE to support safety with following risk areas

:

Head Protection

Eye and Face Protection

Body Protection

Hand Protection

Foot Protection

Hearing Protection

## **19. Tool Safety**

The purpose of this policy is to provide employees with appropriate knowledge relating to the care and use of tools and equipment and to protect employees from hazards associated with improper use of tools and equipment and defective and poorly maintained tools and equipment.

Only trained and/or experienced employees may use/operate tools or equipment. Tools and equipment shall not be modified and they are to be used only for their designed purpose. It shall be the responsibility of the employee to inspect tools and equipment prior to use and to use all tools and equipment in a safe manner. Employees observed abusing, altering, modifying or misusing tools or equipment shall be subject to disciplinary action. Employees shall wear all appropriate personal protective equipment while using tools and equipment.

### Inspection and Maintenance:

All tools shall be identified and inventoried either individually or by group. All tools in the inventory shall have a documented inspection at least once every six months. In addition to these periodic documented inspections all tools shall be inspected prior to issue and upon return by the tool room attendants and prior to each use by the user. All tools will be kept in good working condition with no modifications.

### Hand Tool Safety

Hand tools shall only be used for the purpose for which they are intended. All appropriate PPE will be worn while using hand tools. Wrenches, including adjustable, pipe and socket shall not be used when jaws are sprung to the point of slippage. Pipe wrench parts (i.e., jaws) are not to be removed and used for anything other than the manufactured use. The use of snipes and cheater bars or double wrenching to gain leverage is prohibited.

All Contract Employees must receive training prior to the use of any tools.

## 20. Heat and Cold Stress

### Heat Stress

Heat stress takes place when your body's cooling system is overwhelmed. It can happen when heat combines with other factors such as:

- hard physical work;
- fatigue (not enough sleep);
- dehydration (loss of fluids); and
- certain medical conditions.

Heat stress can lead to illness or even death. The company has a duty to take every precaution reasonable in the circumstances to protect their workers.

Heat stress symptoms

Heat rash: itchy red skin.

Heat cramps: painful muscle cramps.

Heat exhaustion: high body temperature; weakness or feeling faint; headache, confusion or irrational behavior; nausea or vomiting.

Heat stroke: no sweating (hot, dry skin), high body temperature, confusion, or convulsions. Get immediate medical help.

Precautions when working in hot, humid conditions

- Increase the frequency and length of rest breaks.
- Provide cool drinking water near workers and remind them to drink a cup every 1/2 hour.
- Caution workers about working in direct sunlight.
- Train workers to recognize the signs and symptoms of heat stress. Start a "buddy system" because it's unlikely people will notice their own symptoms.
- Tell workers to wear light summer clothing to allow air to move freely and sweat to evaporate. They should always wear shirts to protect themselves from direct sunlight.

### Cold Stress

When you're cold, blood vessels in your skin, arms, and legs constrict, decreasing the blood flow to your extremities. This helps your critical organs stay warm, but your extremities are at risk for frostbite.

**Frostbite** means that your flesh freezes. Blood vessels are damaged and the reduced blood flow can lead to gangrene.

The first sign of frostbite is skin that looks waxy and feels numb. Once tissues become hard, it's a severe medical emergency.

**Wind chill** accelerates heat loss—sometimes to a dramatic extent. For example, when the air temperature is  $-30^{\circ}\text{C}$ ,

- with no wind, there is little danger of skin freezing;
- with 16 km/h wind (a flag will be fully extended), your skin can freeze in about a minute; and
- with 32 km/h wind (capable of blowing snow), your skin can freeze in 30 seconds.

When your core temperature drops, you're at risk for hypothermia. Early signs of hypothermia are shivering, blue lips and fingers, and poor coordination. Soon your breathing and heart rate slow down, and you become disoriented and confused. Hypothermia requires medical help.

### **Precautions to prevent cold stress**

- Wear several layers of clothing rather than one thick layer.
- Wear gloves if the temperature is below  $16^{\circ}\text{C}$  for sedentary work, below  $4^{\circ}\text{C}$  for light work, and below  $-7^{\circ}\text{C}$  for moderate work.
- Take warm, high-calorie drinks and food.
- If your clothing gets wet at  $2^{\circ}\text{C}$  or less, change into dry clothes immediately to prevent hypothermia.
- If you feel hot, open your jacket but keep your hat and gloves on.

Give workers warm-up and rest breaks in a heated shelter. Ensure work is not conducted only within allowable exposure limits, as per provincial OHS

## **21. Restricted Operations**

There are certain activities that Apex Systems Contract Employees must not engage in without contacting their Recruiter. This is either because of special regulatory or experience requirements, and/or because they have inherent dangers that must be evaluated. The following sections list some of the more common tasks that you may be asked to do.

All of these activities require specific training beyond what can be provided in this safety manual. Do not engage in any of these activities until you and your Recruiter are sure that you have the proper qualification and experience to protect your health and safety, and to meet regulatory requirements. This is not a complete list. It encompasses the more common activities and hazards that may be present at your assigned worksite.

You **MUST** contact your Recruiter any time that you feel you are being asked to do a job that you feel you are not trained or qualified for, or if your assignment changes significantly from your original defined job function. If a situation at the worksite seems unsafe, stand down and communicate with your onsite supervisor.

**Wearing a Respirator:** Wearing a respirator requires special training and medical monitoring. Except in an emergency egress situation you must never wear a respirator without receiving the proper credentials.



**Confined Space Entry:** In general terms, a Confined Space is any work area where it may be difficult to get out in the case of emergency. It may or may not have the potential to have hazardous chemicals present.

Confined Space Entry requires that the client fill out special permits, and requires special training for all Contract Employees involved. **NEVER** participate in any Confined Space Entry activity, even as an official observer, without contacting your Recruiter to determine if you have the proper training and certifications.

**Hot Work:** Hot work is work involving an open flame or spark-generating equipment such as cutting or welding, and requires special permits and training. This can also include using non-explosion proof equipment in an explosion proof area. **NEVER** engage in “Hot Work” even as an observer without contacting your Recruiter to determine if you have the proper training and certifications.

**Excavations:** Excavations may include trenches or holes that not only may be classed as a Confined Space, but also may present a hazard from collapsing walls. This would include any excavation that is more than waist deep.

**NEVER** enter an excavation area like this without contacting your Recruiter. The excavation may require special permits and training, and may have specific regulations on Shoring or otherwise ensuring that the area is safe.

**Forklift Operations:** Powered industrial truck operation requires special onsite training by a qualified trainer. Never operate a forklift or other powered equipment without authorization from Apex, and OSHA required training by the client.

**Lockout/Tag out:** Lockout/Tag out procedures are designed to make sure that if a piece of equipment is unsafe, requires maintenance or should not be used for any reason, everyone is prohibited from using the equipment by clearly marking the equipment or making it impossible to start it.

If you see a special clamping device or chain with a padlock on an electrical panel, switch, valve or anything else than can be moved or activated contact your supervisor to find out what it is for. If it is on a piece of equipment, do not attempt to use the equipment. It may also be marked with a red tag signed by the person who rendered the equipment inoperable.

Only the person that placed the lock or tag on the equipment is authorized to remove it. Do not let anyone else remove it and ask you to use the equipment. The person who locked it or tagged it must be contacted.

If you are using a piece of equipment and you determine that it requires maintenance or should not be used for any reason, contact your supervisor to make sure it can be properly rendered inoperative. This can include things like frayed cords or bent/broken plugs on electrical equipment.

If you are properly trained you may participate in a facility program. If you do, and if a piece of equipment that you are working with needs to be rendered inoperable for any reason, contact your supervisor. You should always have someone else check the equipment and have them, and you, correctly identify anything that could make the equipment start or could allow the flow of

gasses, liquids or solids. All appropriate switches must be locked and/or tagged by both of you. Each of you must have your own lockout divide with lock, and you each must have the only keys.

This program requires special on-site training by the client. Contact your Recruiter before you engage in Lockout/Tag out procedures to make sure that you have received the proper training and documentation.

**Hazardous Waste Sites:** You must always receive training from your supervisor on managing hazardous wastes generated from your work activities. In addition, certain waste activities require special training, medical monitoring and certifications.

Your on-site waste activity is limited to placing your waste in a proper collection area. Do not work in the waste collection area in any other capacity without contacting your Recruiter. This includes picking up and moving waste from any area other than yours, identifying or marking waste in the collection area or consolidating wastes other than your own by pouring different waste streams together.

Do not work at any off-site waste area or engage in any waste cleanup activity without contacting your Recruiter. Some of these activities require as much as 40 hours of classroom training with special medical monitoring requirements.

