



SAFETY HANDBOOK



SAFETY ~ QUALITY ~ SERVICE

OUR COMMITMENT TO SAFETY

At ETCON Employment Solutions we realize that our most valuable resource is our employees. We are committed to the education of our associates as well as providing them the safest work environment possible.

Most injuries are caused by unsafe behaviors, which include distracted or tired employees. Make sure that you get the rest you need to be alert and focused on the task at hand!



TAKE YOUR RESPONSIBILITIES SERIOUSLY!

Working safely is a condition of employment. Associates are EXPECTED to report to work in a manner “Fit for Duty” and dressed appropriately. Associates are EXPECTED to work in a safe manner in order to prevent injury to themselves and/or co-workers. Associates are REQUIRED to wear appropriate Personal Protective Equipment (PPE).

Our goal is “ZERO ACCIDENT” job performance.

Associates are EXPECTED to report any unsafe acts or working conditions to your ETCON Representative. Consider yourself a critical part of our safety team.

ETCON is committed to safety and as part of our team you need to be COMMITTED TO WORKING SAFELY!

TRAINING

PROCEDURES

ALWAYS learn the proper procedures when starting any new assignment. By learning and understanding the procedures you will reduce the chance of making dangerous, costly, or time consuming mistakes.

TOOLS & MACHINE OPERATIONS

DO NOT use any hand or power tools without proper training. Always remember, by accepting a job you have also accepted the personal responsibility of operating any tools and machinery in a safe manner.

CHEMICALS

Safety Data Sheets (SDS) are required by OSHA standards. Safety Data Sheets communicate the hazards of hazardous chemical products. They include information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. The sixteen sections included in SDS contain the following information:

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|---|-------------------------------------|
| 1. Identification | 9. Physical and Chemical Properties |
| 2. Hazard Identifications | 10. Stability and Reactivity |
| 3. Composition / Ingredient Information | 11. Toxicological Information |
| 4. First Aid Measures | 12. Ecological Information |
| 5. Fire-Fighting Measures | 13. Disposal Considerations |
| 6. Accidental Release Measures | 14. Transport Information |
| 7. Handling and Storage | 15. Regulatory Information |
| 8. Exposure Control/Personal Protection | 16. Other Information |

HAZARD COMMUNICATION STANDARD PICTOGRAM

All employers with hazardous chemicals in their workplaces must have labels for their exposed workers, and train them to handle the chemicals properly. The Hazard Communication Standard (HCS) requires pictograms on labels to alert users of the chemical hazards to which they may be exposed.

Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.



Health Hazard

- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity



Flame

- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides



Exclamation Mark

- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Non-Mandatory)



Gas Cylinder

- Gases Under Pressure



Corrosion

- Skin Corrosion / Burns
- Eye Damage
- Corrosive to Metals



Exploding Bomb

- Explosives
- Self-Reactives
- Organic Peroxides



Flame Over Circle

- Oxidizers



Environment

- Aquatic Toxicity



Skull and Crossbones

- Acute Toxicity (fatal or toxic)

PERSONAL PROTECTIVE EQUIPMENT

PERSONAL PROTECTIVE EQUIPMENT (PPE) was designed to protect you from physical harm and must be worn at all times when you are on the job! Types of PPE include:



Safety Glasses, Goggles, & Face Shields - are required when employees are exposed to hazards such as flying particles, chemical splashes/vapors, infectious materials, or harmful radiation.



Protective Gloves - are used to protect the hands from absorbing harmful substances through your skin. Gloves also help with the prevention of chemical burns, electrical hazards, cuts, or punctures. Kevlar gloves are often used when using cutting devices or hot materials.



Hard Hats - are required when there are overhead hazards, electrical hazards, or if there is the potential to hit your head on fixed objects.



Safety Shoes - are typically steel-toed and/or slip resistant. These are required when the feet are exposed to crushing injuries, punctures, electrical, or slipping hazards.



Respirators - are OSHA required when respiratory hazards cannot be safely controlled with engineering or work practices. Respirators are used to protect you from overexposure to harmful fumes or chemicals.



Ear Plugs & Ear Muffs - are required when employees are exposed to noise levels that may cause hearing damage. The type of hearing protection depends on the decibels in the facility.

ERGONOMICS

Ergonomics is simply fitting jobs to people.

Ergonomics considers the most efficient use of the worker's capabilities while making sure that the demands of the job do not exceed the employees' physical capabilities.

MSD RISK FACTORS

MSD = Musculoskeletal Disorders

Some injuries may result in disorders of the muscles, nerves, tendons, ligaments, joints, cartilage, and spine. Force and exertion can place more strain on the muscles, tendons, ligaments, and joints.

These injuries are preventable and are generally caused by the way a worker performs their job.

TO REDUCE YOUR RISK AVOID THE FOLLOWING:

- Lifting Heavy Items
- Bending
- Reaching Overhead
- Pushing & Pulling Heavy Loads
- Awkward Body Posture
- Twisting at the Waist
- Stepping Backwards
- Locking your Knees
- Over-extending Wrist & Elbows
- Long Periods of Kneeling
- Carrying Loads on your Shoulders

MOVING MATERIALS



RULE # 1 = Do not MOVE material if there is a safer way!

THINK!! Would a hand truck, pallet jack, or hoist be better for this job? Do NOT try to impress others with your strength!

PLAN!! If you must lift, plan your moves before you pick up the object. Make sure you have a clear path and flat surface to place the load. Make sure your load is balanced.

GET HELP!! If the object is heavy, awkward, unbalance or in an odd or unsafe location, get assistance.

ALWAYS USE GOOD BODY MECHANICS & TECHNIQUES!

FORKLIFTS



ETCON associates are expressly **FORBIDDEN** to operate any forklift until you have been certified by the company to which you are assigned. Even if you have been previously certified, OSHA requires you to be recertified at every location where you are required to operate a forklift.

If you are directed to operate a forklift and it is not in your job description **PLEASE CONTACT ETCON IMMEDIATELY!**

PROPER LIFTING TECHNIQUES



Size up the load you're lifting.

Know the path you are taking & that it is clear of obstacles.

Feet and knees should be shoulder width apart.

Keep your back straight.

Keep the item close to your body.

Don't lift something too heavy or too large alone.

FIRE PREVENTION AND SAFETY



Proper use of flammable materials & chemicals.

Proper housekeeping helps prevent fires.

Smoking in designated approved areas only.

Know the location of fire alarms.

Know the location of fire exits & escape routes.

Know the locations and proper use of fire extinguishers.

FIRE EXTINGUISHERS!!



TO OPERATE ALWAYS REMEMBER: PASS

P = PULL PIN - to make unit ready

A = AIM LOW - at base of fire

S = SQUEEZE LEVER - to release contents

S = SWEEP - side to side

SLIPS, TRIPS AND FALLS

Slips, trips and falls often result in injuries such as sprains, broken bones and fractures. Your best protection against these hazards is to be alert and look where you're going!



SLIPS occur when there is not enough friction between your shoe and the surface on which you work or walk. Slips can be caused by wet surfaces, occasional spills, weather hazards, and wearing shoes that are not slip resistant.

TRIPS are caused when your forward motion is interrupted by an object; Common causes of trips include taking short cuts, leaving objects in walkways, poor lighting, or walking on loose, uneven flooring.

FALLS occur when you move too far off your center of balance. Additionally falls can be caused by using makeshift ladders, tripping over objects, trying to step on obstacles instead of walking around them or over them.

PRECAUTIONS:

Clean up spills and/or leaks immediately.

Wear non-skid shoes.

Keep aisles and walkways clear.

Make sure the floors are clean.

Practice good housekeeping and maintain your work area.

Report any liquid spills, loose flooring, or any other hazards immediately.

Make sure lighting is adequate.

Always be aware of your surroundings!

ACCIDENT REPORTING

ETCON associates are responsible for reporting ALL accidents and/or incidents IMMEDIATELY regardless if you feel you need medical treatment or not. Accidents are to be reported to the supervisor at the facility where you are working and to your ETCON branch. Failure to report an accident will result in disciplinary action, up to and including, termination of employment.

INJURIES

KNOW WHO THE FIRST RESPONDERS ARE!

In the event of an injury to yourself or a coworker, immediately notify your supervisor or team lead.

Only properly trained and qualified personnel should administer first aid.

In the event of emergency ALWAYS wear protective gloves when administering first aid to avoid contact with blood borne pathogens or bodily fluids.

Know the location of first aid kits & eye wash stations.



GENERAL RULES

ETCON has a zero tolerance policy for HARASSMENT, FIGHTING, FIREARMS, WEAPONS, DRUGS or ALCOHOL in the workplace.

Long hair should be tied up and no jewelry or loose fitting clothing because it can become entangled in the machinery.

Employees should always follow job description and stay at their work stations unless permission is received from your line supervisor or department lead.

Keep work areas clear of trash, clutter or other obstructions.

No consumption of food and/or beverages in work areas.

IN CLOSING

WE  OUR
ASSOCIATES

STAY ALERT and STAY ALIVE!!

You will attend the complete ETCON safety training during new hire orientation. Additionally, you will participate in site specific safety training at the facility where you are scheduled to begin your assignment. If you have any questions or concerns please contact your local branch office, on-site representative or the ETCON corporate office. We are always available to assist you and welcome you to the ETCON team!

CONGRATULATIONS!!

Work Safe



Be Safe

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