



## WORKPLACE SAFETY

The following guidelines will help you perform your job safely. Please follow these rules on every assignment. Any questions that you may have regarding your working conditions, injuries, etc. must be directed immediately to Workway.

### **Safety Guidelines:**

1. If a client requests you to perform duties which are different than, or in addition to, your original assignment, first ask permission from your Workway representative. **DO NOT** do any task that you are not trained to perform.
2. Immediately report to a Workway representative any working conditions or practices which you think may cause injury to yourself and/or other employees.
3. Required SAFETY EQUIPMENT MUST BE WORN while working.
4. You are not permitted to operate machinery, automotive or truck equipment. Nor are you permitted to handle cash, negotiables, or other valuables. Under certain circumstances, some of the above conditions can be waived upon a written liability release.
5. Workway strives to maintain a drug and alcohol free work environment. Therefore, we enforce a strict ZERO TOLERANCE drug and alcohol policy. The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensing of any alcohol, illegal drugs, or other controlled substance; or being under the influence of such drugs or alcoholic beverages on Company or Client premises or when performing any Company or Client business is strictly prohibited. ALL ASSOCIATES must adhere to this policy. Failure to comply will result in immediate termination.
6. You are not permitted to drive your own vehicle or a client's vehicle in the conduct of a client's business, with the exception of mobile closers and other limited situations.
7. You must not lift anything that you cannot lift comfortably. You must never lift items weighing more than 50 lbs or anything that you feel is too heavy. When lifting, use the following technique: bend your knees, grasp the object with the palms of your hands, and then raise the load keeping your back as straight as possible.
8. **Under no circumstances should you perform an assignment which causes you undue physical or mental discomfort. It is your responsibility to immediately (within 24 hours) report an uncomfortable situation or injury to a Workway representative.**
9. Whenever you are involved in any accident that results in personal injury or damage to property, you must report the accident to Workway immediately.
10. Participate in all safety improvement activities.

**PLEASE KEEP THIS PAGE FOR YOUR RECORDS**

## SIGNATURE PAGE FOR WORKPLACE SAFETY GUIDELINES

Please sign, date, and return this page to your Workway Representative for your employment file.

I hereby certify that I read the Workplace Safety guidelines and I agree to comply with these safety guidelines.

**Name:**

(Please Print)

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**Signature:**

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**Date:**

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**Branch:**

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