



Environmental, Health & Safety

New Associate Training Manual

Part 1: Introduction

Safety Policy

Manpower is committed to providing a safe working environment for all associates. Manpower will not knowingly assign an associate to a client whose premises or work areas are unsafe or present uncontrolled hazards. ***Manpower will provide general safety training while our client will provide site-specific safety training.***

Every associate has the duty to comply with the following:

- Comply with the client's safe work practices and personal protective equipment (PPE) requirements for the job.
- Do not perform a task that has not been assigned to you by Manpower. If you are asked to complete a task or perform a job for which you have not been trained, notify Manpower.
- Report all unsafe work conditions to your supervisor and your Manpower Representative immediately.
- Report all accidents and on-the-job injuries to your supervisor and Manpower Representative immediately.

Manpower will strive to provide the safest work environments for our associates. Your help is essential to doing this well. Follow the bullet points above, stay in touch with your Manpower Representative, be smart and work safe.

Filing a fraudulent Workers' Compensation claim is a crime under the Workers' Compensation Act. Anyone who knowingly obtains benefits by means of deceit (either filing a false claim or prolonging their disability) is committing a felony and will be prosecuted according to the law. The penalty for worker's compensation fraud is up to 2 years in prison and/or up to a \$10,000 fine.

You have a right to a safe workplace.

Part 2: New Associate Safety Orientation

To watch the video of Part 2 please click on the following link: <https://www.youtube.com/watch?v=labMxl9yu00>; otherwise, please continue reading the manual.

The safety practices covered in this training and/or Manpower New Associates Safety Training video are conditions of employment and are not optional. Working safely requires common sense, practice, teamwork, knowledge and focused attention on the job you are performing.

Accident/Injury Procedures

Manpower and our clients are committed to providing the safest work environments; however, injuries still may occur. While on job assignments, it is very important to be aware of accident exposures. In the event you are involved in an on-the-job accident, Manpower requires you to follow all rules and regulations.

It is your responsibility to contact Manpower immediately if you are involved in an on-the-job accident.

Even a small injury must be reported and you should seek first aid immediately, if needed. Proper notification is important to protect your right under Workers' Compensation legislation. This will ensure that you receive proper medical treatment, expedite your return to work, and protect others from suffering the same injury. All clients for which you may be working are aware of these procedures and will help you to follow this process. Unless it is an emergency, it is your responsibility to contact Manpower immediately and let them know of your injury. Notify Manpower as soon as you are able to in an emergency. Never assume someone has contacted Manpower for you.

If you are involved in an accident or injury that requires medical attention, a Manpower Representative may meet you at the physician's office/hospital or client site. Manpower will begin a report and conduct an investigation of the accident. For your protection and care, it is important that you cooperate with this process.

Following an accident, Manpower will require you to submit to a drug screen. This is a routine part of our policy and procedure regarding on-the-job accident and injuries. The drug screen is in compliance with our substance abuse program and the consent to drug screening authorization signed by you is part of your employment agreement with Manpower.

Manpower will make certain that you receive the best medical treatment available and will help you return to work as quickly as possible. We have an effective Return to Work transitional duty program that will accommodate most restrictions or limitations to get you back to work. Manpower thoroughly investigates all accidents and will aggressively pursue legal action against fraudulent claims.

Accident Prevention

Accidents are unplanned events that interrupt production of service resulting in bodily injury, property damage or loss of time. Ninety percent of accidents are caused by one of the following factors: safety rule violations, deliberate acts that defy safety rules, acts from not knowing the safety rules, and uncontrollable acts. Preventing accidents takes a team approach, knowledge of safe work practices, using required personal protective equipment (PPE), and conducting regular safety inspections of machinery and equipment all contribute to preventing accidents.

General Safety Rules

Before beginning work at any client site it is important to know the rules for working safely.

Never take risks!

The best approach to doing any job is the common sense safe way. When you are given an assignment Manpower will tell you what your duties include. Any variance to these duties must be approved by Manpower prior to you doing them. Unsafe hazardous working conditions or unsafe actions by your co-workers must be reported to your supervisor and Manpower Representative. You should be properly trained before attempting to operate any equipment or machinery. Remember, the following:

1. Horseplay or any unauthorized activity is not permitted on the job site. We also do not allow associates to engage in athletic events or sports during work hours.
2. Manpower does not expect you to take any unnecessary chances to work under hazardous conditions.
3. Drinking alcoholic beverages on the job or during work hours is strictly prohibited as well as use of illegal drugs or prescription medication that may interfere with your job tasks.
4. Always work at the speed which is consistent with safety.
5. Use the handrails on stairs and other elevated places.
6. Always inspect tools and equipment before use.
7. Work clear of suspended loads.
8. Obey warning signs and tags.
9. Only operate equipment that you have been trained and authorized to run safely.
10. Remove jewelry before performing work that involves climbing, material handling or operating mechanical equipment.
11. Never reach over moving parts of machinery or equipment.
12. Never operate machinery or equipment that has removed or missing guards.
13. Report to work in appropriate clothing suitable for the type of work you will be performing.
14. Wear protective equipment, as required.
15. Common sense, health and sanitation rules must be observed for the welfare and consideration of other associates.
16. Try not to work alone, but if you must, tell someone where you are going and how long you will be.

All safety regulations will be strictly enforced.

Specific Safety Practices

Let's take a look at the specific safety practices that apply to keeping you safe while working on Manpower job assignments.

1 Personal Protective Equipment (PPE)

For many people the use of PPE is a required part of every work day. PPE is designed to protect you from serious workplace injuries or illnesses. If it is not used properly it will not be effective in keeping you safe. All Manpower associates must use required PPE. Prior to beginning work each day; be sure you know what PPE is necessary to safely do your job. Here are some common types of PPE that you might be required to wear on work assignments:

- Eye Protection:** Safety glasses, face shields, and welding helmets are types of commonly used eye protection. Make sure your eye protection fits correctly. When you are done using your eye protection make sure you know how to maintain and store it.
- Foot Protection:** Foot injuries can be avoided with proper use of foot protection. Boots and leather shoes offer adequate protection from many of the hazards encountered in the workplace. Many work environments require the use of shoes or boots equipped with a steel toe. The steel toe helps to protect feet from becoming lacerated or crushed by materials or equipment located in the workplace.
- Hearing Protection:** Hearing protection may be required at the client site where you are working. Types of hearing protection include: disposable ear plugs, reusable ear plugs, headband plugs, and ear muffs.
- Head Protection:** When the possibility of injury from falling objects or flying objects exist, regulations developed by the Occupational Safety and Health Administration (OSHA) require the use of head protection. The most common type of head protection is the hard hat. A traditional hard hat is made up of an outer shell and a suspension system that is designed to protect the head from heavy blows or other trauma.
- Hand Protection:** Hand protection is another common type of PPE used in many client sites. Gloves are designed to protect the hand from numerous hazards; including lacerations, burns, punctures, caustic chemicals, and other types of injuries. Gloves can be made of leather, mesh, cotton or other rubber and should be chosen depending on the job.

Always take good care of your PPE after each use. If you are unsure of what PPE to use or how to wear it, notify your supervisor. In addition, report damaged/defective PPE to your supervisor immediately. Remember that all PPE must be approved by your supervisor or Manpower Representative and meet all applicable standards.

2 Hazard Communication

The Hazard Communication Standard (29 CFR 1910.1200) or HAZCOM was created by the Occupational Safety and Health Administration (OSHA) with the intent to protect you from accidental contact with chemicals. The Standard provides you with the Right-To-Know about the chemicals you may encounter on the job and explains how to protect yourself from the hazards associated with these chemicals.

Hazardous Chemical: OSHA defines a hazardous chemical as one that presents a physical or health hazard to the user. Physical hazards of a chemical include flammability, sensitivity to sudden releases of pressure or reactivity. Health hazards include chemicals that contain carcinogens which cause cancer, toxins, reproductive toxins, irritants, corrosives and sensitizers. A health hazard can be acute, occurring immediately, such as contact with a corrosive that can burn the eye or skin. A chronic health hazard causes problems over a long period of time, such as cancer.

Although chemicals can be dangerous, they are an essential part of the work environment. With knowledge and proper work practices, chemicals can be used safely. It is critical that both the employer and associate work together, and adhere to the following requirements of working safely with chemicals:

1. Employers must establish and maintain a chemical inventory. Associates must know who is responsible for the inventory and where to find it.
2. The employers must provide Safety Data Sheets (SDS) for each chemical used in the workplace.
3. Associates must know where the SDS's are located and how to read them.
4. Both employer and associate must ensure that chemical containers and transfer containers are properly labeled.
5. Employers must thoroughly train associates on the chemicals they will be using.
6. Employers must maintain a Written Hazard Communication Program and associates must understand the plan and know where it is located.

The Safety Data Sheets (SDS) is another critical aspect of working safely with chemicals. Employers must have a Safety Data Sheet (SDS) for every chemical used in the workplace. In most cases employers will have a binder or on-line listing that contains every SDS for every chemical used in the workplace. As an associate, it is your responsibility to know how to read and understand an SDS and know where it is located. The SDS provides all the additional information on a chemical that cannot be placed on an external container label.

SDS Sections

Section 1: Identification

This section of the SDS describes the chemical's identity. The section will contain the name of the chemical, trade names, and the name, address and telephone number of the manufacturer. Other information may include emergency telephone numbers, Department of Transportation (DOT) hazard class, and Department of Transportation shipping name.

Section 2: Hazard(s) Identification

This section lists the Globally Harmonized System (GHS) classification of the chemical and any regional information. Also, GHS label elements are listed, including any precautionary statements. This section may also include other hazards, such as dust explosion hazards, which do not result in classification or are not covered by GHS.

Section 3: Composition/Information on Ingredients

This information includes the chemical identity, common name, synonyms, etc., CAS number, EC number, etc., and the chemical identity and concentration of all hazardous ingredients in a mixture. The only time the specific properties and ingredients of a chemical will not be available to you is when that chemical is protected by a trade secret. In cases like this the manufacturer must explain all other hazards and precautions of working with the chemical.

Section 4: First Aid Measures

This section describes the necessary first aid measures, subdivided according to the different routes of exposure. These measures list the most important symptoms and effects, both acute and delayed. Also, there is an indication of immediate medical attention and special treatment needed, if necessary.

Section 5: Fire-Fighting Measures

This section describes any fire-fighting measures including any suitable and unsuitable extinguishing media, specific hazards arising from the chemical and special protective equipment and precautions for fire-fighters.

Section 6: Accidental Release Measures

This section outlines personal precautions, protective equipment and emergency procedures, any necessary environmental precautions, as well as any methods and materials for containment and clean-up.

Section 7: Handling and Storage

This section describes any precautions for safe handling, conditions for safe storage, including any incompatibilities.

Section 8: Exposure Controls/Personal Protection

Here you will find control parameters (i.e. occupational exposure limit values), appropriate engineering controls, and individual protection measures, such as personal protective equipment. Worker exposure limits are also included in this section. Permissible Exposure Limit (PEL) or Threshold Limit Values (TLV), dictate how much of that chemical an employee may safely be exposed to. The lower the permissible exposure limit, the more hazardous the chemical is. It is important to note that the PEL is set by OSHA and is considered to be the law. The TLV is set by the American Conference of Governmental Industrial Hygienists (ACGIH) and in most cases is voluntary. As a result, the TLV will, in most cases, be more stringent than the PEL.

Section 9: Physical and Chemical Properties

Here items such as: appearance, odor, pH, melting/freezing point, boiling point, flash point, evaporation rate, flammability, vapor pressure/density and solubility are included.

Section 10: Stability and Reactivity

This section lists the chemical stability, possibility of hazardous reactions, conditions to avoid (i.e. static discharge, shock or vibration), incompatible materials, and hazardous decomposition products.

Section 11: Toxicological Information

This section describes the various health effects such as: likely routes of exposure, symptoms, delayed and immediate effects (and chronic effects) and numerical measures of toxicity.

Section 12: Ecological Information

Section 13: Disposal Considerations

Section 14: Transport Information

Section 15: Regulatory Information

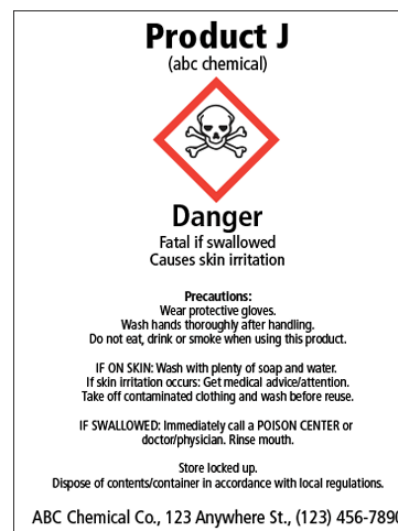
Section 16: Other Information

Keep in mind that before you work with any chemical you know the location of the SDS for that chemical. You understand how to read the SDS and you practice the precautions listed on the SDS when working with that chemical. Always consult your supervisor if you have any questions as to the location of the SDS or information contained within it.

Container Labeling. Reading the labeling on a chemical's container is another way of learning about chemicals. Remember, however, that container labeling does not provide the detail available on a SDS. However, container labeling will provide you with the following information: the identity of the chemical, appropriate hazard warnings, and the name and address of the manufacturer or importer. While containers provide a warning for the potential dangers of the chemical they should never be the sole sources of information on that chemical. Whenever a chemical is transferred to a secondary container and stored they must be properly labeled with the product name and/or hazards and include special precautions for handling such as: being flammable or a source of eye irritation. The only exception that OSHA allows is for chemical transfer to a smaller container that will be used immediately and completely.

The Globally Harmonized System has three label requirements.










1. **Symbols** (hazard pictograms) – Convey health, physical and environmental hazard information.
2. **Signal Words** – “Danger” or “Warning” are used to emphasize hazards. “Danger” for more severe hazards and “Warning” for less severe hazards.
3. **Hazard Statements** – Standardized phrases assigned to a hazard class and category.



Other GHS label elements include:

- **Precautionary Statements and Pictograms** - Measures to minimize or prevent adverse effects.
- **Product Identifier** (ingredient disclosure - Name or number used for hazardous product on a label or in the SDS.
- **Supplier Identification** - Name, address, and telephone number.
- *Any pertinent supplemental information*

OSHA requires pictograms on labeling where applicable and it must be 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 as identified:

Health Hazard 	Flame 	Exclamation Mark 
<ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non Mandatory)
Gas Cylinder 	Corrosion 	Explosing Bomb 
<ul style="list-style-type: none"> • Gases under Pressure 	<ul style="list-style-type: none"> • Skin Corrosion/ burns • Eye Damage • Corrosive to Metals 	<ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
Flame over Circle 	Environment (Non Mandatory) 	Skull and Crossbones 
<ul style="list-style-type: none"> • Oxidizers 	<ul style="list-style-type: none"> • Aquatic Toxicity 	<ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

Training. Clients must provide associates with training and information on each of the chemicals that will be used. The training should include the location of the chemical inventory, pertinent SDS(s), a review of the Written Hazard Communication Plan, PPE that must be used when working with those chemical, emergency procedures and any other information on the safe use of the chemical.

Written Hazard Communication Program. A Written Hazard Communication Program is the final component of compliance with OSHA's Hazard Communication Standard. This program, written by the employer, contains information on the chemical inventory, specific training on the use of chemicals, and includes procedures to follow in the event of an emergency. The employer must instruct the employees and/or associates on the standard and explain how it is implemented in the workplace.

Some additional safety tips to keep in mind when using chemicals is:

- ✓ Use chemicals properly and only how intended
- ✓ Do not mix incompatible chemicals
- ✓ Use appropriate PPE, such as: face & eye protection, gloves, and boots
- ✓ Know the location of emergency eyewash stations and showers prior to working with chemicals
- ✓ Remove all jewelry prior to using chemicals
- ✓ Always wash your hands before and after using chemicals (especially before eating)
- ✓ Never eat or drink while working with chemicals

3 Lifting and Material Handling

Exertion injuries from lifting pushing, pulling, twisting, bending and turning while working with materials result in approximately 30% of injuries in the workforce. Proper lifting techniques are crucial to reducing your exposure to these types of injuries.

Some of the factors that can cause serious back injuries when lifting improperly include:

- ✓ Twisting or turning too much during the lift, move or transfer
- ✓ Lifting too much at once
- ✓ Reaching or stretching out of your work zone
- ✓ Using an improper grip on the load you are moving

When lifting objects; body posture and positioning play a key role. The safe lifting zone is the area between the mid-thigh and chest. Lifts should be made within the Safe Lifting Zone whenever possible. In addition to lifting objects within the safe lifting zone, remember to always lift objects using the strength of your legs, not your back.

When lifting an object always practice the following safe lifting techniques:

- ✓ Move in close to the load
- ✓ Bend at your knees (not at your waist)
- ✓ Keep your back straight and avoid unnecessary lifting
- ✓ Hold the load close to your body
- ✓ Lift the material using the strength of your legs (not your back)

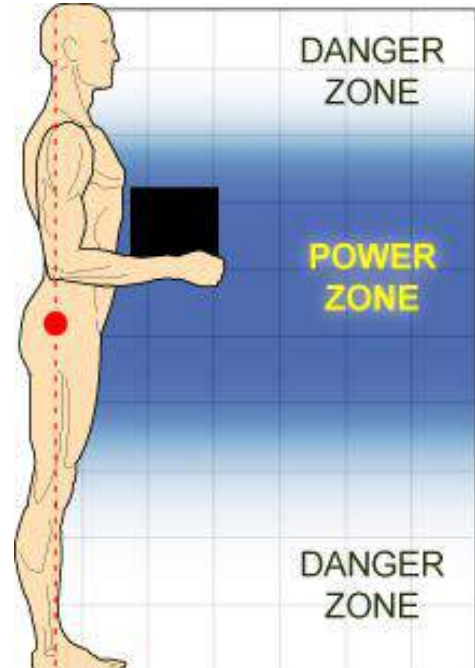
If the material is too heavy for one person to lift, use a mechanical aid such as a dolly, team lift with someone who is equal in strength.

4 Good Housekeeping

Good Housekeeping is a term that describes the practice of keeping the workplace neat and orderly. Storing materials properly, maintaining adequate space to move through or work in the area are all easy actions to take for preventing accidents. In addition, good housekeeping also allows for more efficient job performance on your part. Materials, tools and equipment stored in an orderly manner are easier to find, less likely to become damaged, and quicker to use.

To maintain good housekeeping in your work area, take the following actions:

- ✓ Maintain work areas and storage facilities that are clean, neat and orderly
- ✓ Keep all aisles, stairways, passageways, and access ways to the building free from obstructions at all times
- ✓ Clean up all spills immediately
- ✓ Return tools and equipment to their proper place when not in use
- ✓ Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc... in a way that minimizes tripping hazards or obstructions to traffic



5 Electrical Safety

The majority of electrical accidents can be prevented. Only qualified personnel should perform repair work to electrical equipment.

Remember the following simple precautions when working with electricity:

- ✓ Inspect equipment and cords for damage prior to use
- ✓ Don't overload electrical outlets
- ✓ Report any concerns you have to your supervisor.

6 Lockout/Tagout

Lockout/Tagout is a safety procedure for de-energizing, disconnecting and shutting down the power sources to equipment so that it can be maintained or repaired without hazard to the associate authorized to work on this type of equipment. When a power source is de-energized or shut-down, a lock and tag are affixed to the equipment to ensure that it is not re-energized or started up until the repair work or maintenance is completed. Should you see equipment that is locked and tagged out, **do not touch the lock, tag, equipment or controls**. Only qualified personnel should perform repair work to lock/tag out equipment, or report deficiencies.



7 Slip, Trip, Fall Exposures

One of the most common types of accidents at client site is: slip, trip, and fall accidents. Many slip, trip and fall accidents are caused by unsafe actions or work practices that could be easily corrected. To prevent a slip, trip, fall accident one of the most important actions you can take is to **slow down**. Move at a steady pace; don't race down halls or around corners.

Other preventative measures include:

- ✓ Pay attention to walking surfaces
- ✓ Note changes such as varying heights, the presence of curbs, and so forth...
- ✓ Make wide turns at corners
- ✓ Wear slip-resistant shoes, when appropriate
- ✓ Keep your hands free for balance and out of your pockets
- ✓ Make sure you can see over the load you are carrying
- ✓ Keep your work area clean and free of clutter
- ✓ When sitting in a chair, keep chair legs on the floor at all times
- ✓ Follow your client's site rules regarding footwear
- ✓ Keep the bottoms of your shoes clean
- ✓ Clean up spills immediately
- ✓ Report any safety concerns to your supervisor

8 Hand and Power Tools

Injuries to fingers and hands from using incorrect or worn hand and power tools are a common occurrence. Another safety concern when using power tools is the risk of particles flying into the eyes from using defective tools or not wearing eye protection.

To use hand and power tools safely consider these safety practices:

- ✓ Select the right tool for the job
- ✓ Always wear the correct PPE for the job, such as safety glasses, or goggles, especially when using chisels, punches, and wedges
- ✓ Check the handle and head of every tool for tightness and proper working condition before each use
- ✓ Return tools to their proper place so they do not fall from a ledge or in a location where they could cause a slip, trip, and fall injury
- ✓ Report anything that may be wrong with the tool to your supervisor so that it can be repaired or replaced

9 Emergency Procedures



Emergencies due to fire, severe weather, and national events can occur at any time. It is important to be prepared and know what to do should an emergency situation occur. Be aware of all evacuation routes, exits, and assembly and shelter areas at your workplace. Take part in evacuation drills and associate training sessions related to emergency situations. Do not use elevators to evacuate and remain in the designated areas until authorities give the all clear signal.

Part 3: Additional Safety Topics



Fork Truck Safety

Improper forklift operation may lead to property damage, serious injury, and/or a fatality. As a forklift operator, you must strive for 100% safe operation. Anything less can result in a tragic accident.

For those that may be assigned to operate an industrial truck, before operation, you must have received each of the required training:

Phase	Training	Conducted by:	Consists of:
1	Classroom	Manpower (or Client)	General overview of fork truck safety
2	Operational	Client	Site specific training on each type of truck
3	Evaluation	Client	Evaluation of skills by qualified trainer

If you have not received all the required training, please contact your Staffing Specialist.

General Safety Rules/Regulations:

- ✓ Only authorized and qualified individuals who have been properly trained may operate material handling equipment
- ✓ Always inspect equipment before use according to the operating manual—do not operate equipment if it is in need of repair
- ✓ **Keep ALL body parts inside the confines of the truck at ALL times**
- ✓ Use all safety equipment provided—seat belt, PPE, mirrors, etc... Make sure your hands are not wet or greasy
- ✓ Follow all safety rules/ guidelines and posted warning signs. Stay within designed roadways and operate within speed limit
- ✓ Keep a safe distance from other trucks and ensure there is enough room to stop safely.
- ✓ Use your horn to let people know you are approaching
- ✓ Make sure the load is stable and secure
- ✓ Only use equipment as it is intended for
- ✓ Keep a safe distance from edge of loading dock/ramp

Pedestrian Traffic Rules

- ✓ Stay within your designated walkways
- ✓ Be aware of your surroundings
- ✓ Listen for the sound of the horn
- ✓ Look both ways before crossing an intersection, walkway, aisles, etc...
- ✓ Make eye contact with the operator so you know he/she has seen you

Bloodborne Pathogens

According to OSHA (29 CFR 1910.1030), bloodborne pathogens are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B (HBV), hepatitis C (HCV) and human immunodeficiency virus (HIV). Needle sticks and other sharps-related injuries may expose workers to bloodborne pathogens. Workers in many occupations, including first aid team members, housekeeping personnel in some industries, nurses and other healthcare personnel may be at risk of exposure to bloodborne pathogens.

Unless trained and authorized to do so, do not attempt to clean-up blood or any other body fluids that are not your own. Treat all human body fluids as if it is known to be infectious.

Work Conditioning

If you haven't worked or have limited experience in a manufacturing environment, you may experience work conditioning symptoms as you adjust to your new job assignment. This document is provided to you as a guide to help ease symptoms associated with this adjustment period and is not considered a treatment plan. Please keep your Staffing Specialist informed of symptoms you are experiencing. Remember to always work in a safe and careful manner, and that everyone adjusts at different rates. Please consult with your doctor before starting a stretching program if you have recently had surgery, any muscle or joint problems, or any other chronic health conditions.

Stretching Basics:

- Stretching helps increase blood flow and oxygen to your extremities and warms and loosens your muscles and tendons.
- If a stretch hurts, ease back, or quit the stretch.
- Hold the stretch between 5-30 seconds but do so without bouncing.
- Remember to breathe while holding the stretch.

Please ask your Staffing Specialist if you would like a copy of some sample stretches.

Reminder – Do not lift anything that is more than 50 lbs. without a team lift. Also, use a team lift for anything that is awkward or if you need assistance.

Be aware of your surroundings and adhering to all safety rules and regulations. If you see something unsafe, stop, and notify a member of management. Your safety, and those around you, are of utmost importance.