



Your Staffing and Training Connection

SAFETY POLICY & PROCEDURES

Your safety on an assignment is of the utmost importance to us, and we hope that you never suffer an injury while on the job. If you do, report the injury **immediately** to your supervisor at the work site **and** call **CAREER CHOICES**.

It is important that we are informed about all injuries immediately so that we can assure that you are cared for properly. We are also required to complete a Report of Injury so that your claim may be processed and all benefits due you will be provided.

The law requires that you report an injury, **NO MATTER HOW SMALL**. This also helps ensure that any unsafe condition in the work place is corrected.

SAFETY GUIDELINES

1. You are responsible for the position to which you are assigned. Know what is required and follow safe work practices. If you are asked to do something which you do not feel is within your job assignment, call **CAREER CHOICES**. **In no case are you to drive client's or your own vehicle to perform an assigned task.**
2. Use only office equipment with which you are familiar. Ask for assistance before using unfamiliar machines. If the equipment is not working properly, report it to your supervisor. **DO NOT** attempt to fix it yourself. Do not attempt to move office equipment for any reason.
3. Any unsafe conditions should be reported immediately to your supervisor at the job site **and to CAREER CHOICES**.
4. Do not perform unsafe practices which could cause injury, such as standing on chairs, tables, or desks. Keep desk and file cabinet drawers closed when not in use. Do not place items on floors which could endanger yourself or others.
5. Do not carry any heavy items; and when carrying bulky items, be sure you can see ahead.
6. If you are required to enter any type of production area, be aware of machinery and/or vehicles.
7. Always be aware of safety procedures when working with hazardous materials of any kind. (See print-out concerning hazardous materials.)
8. Use handrails on stairs.

I hereby certify that I have read the foregoing **Safety Policy & Procedures** and understand the contents thereof. I realize that violation of the **Safety Guidelines** may be cause for immediate termination.

Date

Signature

Please fax to 775 823-2515 or 775 826-5559 or deliver/mail to 6880 S. McCarran Blvd Suite 1, Reno, NV 89509

