

## GENERAL SAFETY RULES and ACKNOWLEDGEMENT FORM



I understand that Maristaff Inc. is committed to safety and as their employee I will abide these safety rules.

I understand that I am covered for work-related injuries or illnesses by Workers Compensation. I will report any injury to my supervisor and Maristaff immediately as soon as the incident occurs.

I understand that if I am injured at work and wish to seek medical treatment I must choose a doctor from my employer's Panel of Physicians posted in each Maristaff local office. Seeking treatment from a non-panel physician may hold me responsible for the cost.

I acknowledge Maristaff has a Return to Work Program, which will provide light duty work as soon as medically feasible. I will return to work observing the limitations as outlined by the doctor. I understand if I refuse a light duty assignment, I may be denied temporary disability payments.

I understand that if I am legitimately injured on the job that I am entitled to Workers' Compensation. I also understand anyone who knowingly makes a false worker's compensation statement or claim is guilty of criminal fraud.

I further understand that Maristaff Inc. is not responsible for injuries sustained during breaks or lunches as a result of horseplay, etc.

### General Safety Rules

Maristaff has developed these safety rules patterned after the Federal OSHA requirements. Read and become familiar with these rules and other safety rules that apply to your job.

- Report an injury to your supervisor immediately.
- Report any observed unsafe condition to your supervisor.
- Horseplay is prohibited at all times.
- The drinking of alcoholic beverages is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work.
- If you do not have current First Aid Training, do not move or treat an injured person unless there is an immediate danger.
- Appropriate clothing and footwear must be worn on the job at all times.
- An approved hard hat must be worn where there exists the hazard of falling objects,.
- You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.
- You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.
- Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
- Never remove or bypass safety devices.
- Do not approach operating machinery from the blind side; let the operator see you.
- Learn where fire extinguishers and first aid kits are located.
- Maintain a general condition of good housekeeping in all work areas at all times.
- When riding in company vehicles, the vehicle's seatbelt shall be worn at all times.
- Be alert to hazards that could affect you and your co-employees.
- Obey safety signs and tags.
- Always perform your assigned task in a safe and proper manner; do not take shortcuts. .

## Acknowledgement of General Safety Rules

Please give this form to your interviewer after reading and understanding the rules:

I have read (or had read to me) the company's safety rules and regulations contained in MARISTAFF's General Safety Rules. I acknowledge that I understand these rules and that I agree to follow them. When in doubt concerning safe job performance, I will speak to my immediate supervisor.

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Print Name

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Employee Signature

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Maristaff Employee Signature