



SAFETY POLICY & SAFETY RULES WORKERS COMPENSATION FRAUD

I understand that AllStaff, Inc. is committed to safety and that as an employee I will abide by these rules.

I understand that I am covered for work-related injuries or illnesses by Workers' Compensation. I will report any injury to AllStaff and my immediate supervisor as soon as an incident occurs; I will obtain a medical treatment authorization slip or verbal authorization from AllStaff before reporting to the doctor or clinic for medical attention. I agree to obtain first aid for every injury, no matter how slight.

I understand that if I am injured at work and wish to seek medical treatment that I must choose a physician on my employer's Panel of Physicians. Seeking treatment at a non-panel physician may make me responsible for the cost of the medical visit.

I understand that there is a return-to-work program, which will attempt to provide light duty work as soon as medically possible. Under the program, I will return to work, observing the limitations as specified by the doctor, and usually receive full pay. I understand that if I refuse a light duty assignment, I may be denied temporary disability payments.

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

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

General Safety Rules:

AllStaff has developed these additional safety rules developed within the Federal OSHA requirements. Read and become familiar with these rules, and other safety rules that apply to your job.

- Report any observed unsafe conditions to your employer (AllStaff) and your immediate supervisor
- Horseplay is prohibited at all times. Practical jokes are neither.
- 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, and may face termination.
- If you do not have current first aid training, do not move or treat an injured person unless there is an immediate peril, such as profuse bleeding or stoppage of breathing.
- Appropriate clothing and footwear must be worn on the job at all times. Please refer to the AllStaff Dress Code.
- You should not perform any task unless you are trained to do so and are aware of the hazards associated with the task.
- You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, 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. Ask questions, take notes. Learn your job safely.
- Never remove or by-pass safety devices.
- Do not approach operating machinery from the blind side; let the operator see you.
- Maintain a general condition of good housekeeping in all work areas at all times.
- It is prohibited for AllStaff employees to operate motor vehicles. Only employees with prior written approval will be able to operate vehicles.
- Be alert to hazards that could affect you and your coworkers
- Obey Safety signs and identification tags
- Always perform your assigned task in a safe and proper manner; do not take shortcuts. Taking shortcuts and ignoring established safety rules are the leading causes of employee injuries.