



# CARE STAFFING

Professionals

## GENERAL SAFETY RULES AND ACKNOWLEDGEMENT

Care Staffing Professionals 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.
- 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 shall be worn on the job.
- 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.
- When riding in company vehicles, the vehicle's seatbelt shall be worn.
- 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.

I have read (or had read to me) the company's safety rules and regulations contained in Care Staffing Professionals' 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.

I have viewed the online version of the "Improving Patient and Worker Safety Manual" located at <https://www.jointcommission.org/assets/1/18/TJC-ImprovingPatientAndWorkerSafety-Monograph.pdf>

I further understand that the most-recent version of the Care Staffing Professionals General Safety Rules is located online at [www.carestaffingprofessionals.com](http://www.carestaffingprofessionals.com) and supersedes the printed version. It is my responsibility to review the online version for periodic updates.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CSP Representative:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Title:** \_\_\_\_\_