



HEALTH AND SAFETY BOOKLET

**Inside, you will find an overview of Fuze HR Solutions
Inc's policies and procedures.**

Safety Culture

Mission Statement:

Fuze HR Solutions' Safety vision is to be the best in the staffing industry by providing customers with a safety-oriented workforce. We are committed to our customers, employees and families that "Safety is Our Core Value" and not a priority. We impress upon our employees to work, behave, and live safe. Safety starts with YOU!

Safety Policy

Fuze HR Solutions Inc 's primary concern is for the safety and welfare of its employees. To accomplish this goal, guidelines have been established that recognize the responsibility of Fuze HR Solutions Inc , our clients, and you, our employee. Fuze HR Solutions Inc 's responsibility is to promote a safe and healthy workplace for all of our employees. Because our Associates work on various work sites, the client and its on-site supervisor control the workplace. Fuze HR Solutions Inc expects its clients to demonstrate a commitment to accident-free workplaces. Only employees who will take the responsibility to work safely and observe Fuze HR Solutions Inc and customer safe work practices will be assigned work.

Our team approach to accident prevention and safe work practices will help create a working environment that promotes safety, health, and the professionalism that you and our clients have a right to expect.

General Guidelines

Safety rules and safe work practices are designed to protect your safety, but they are only as effective as your willingness to cooperate. These guidelines are a condition of your continued employment. Know these guidelines and consider them required elements of any job assignment with Fuze HR Solutions Inc Failure to abide by these policies may result in termination of your job assignment or in reduction or complete elimination of any related benefits.

Safety Do's

- Do know the safe work practices of each job assignment as provided by your client supervisor.
- Do pay attention to your work and your surroundings. Avoid horseplay and be alert to moving equipment and all machinery.

Safety Don'ts (Prohibited Conduct)

- Do not use any Company or client vehicle for work purposes without written permission from Fuze HR Solutions Inc .
- Do not use any cell phones or other mobile technology devices while driving, even when using the phone hands-free. If you receive a call while you are driving, let it go to voicemail or wait until you have safely stopped the vehicle to answer it. This policy does not apply in emergency (911)

situations. Do not accept duties that require the handling of money or other valuables without written permission from Fuze HR Solutions Inc .

- Do not use alcohol, illegal drugs, or controlled substances on Company premises or while on the job or on the client's premises. Anyone who reports to work under the influence of any of these substances will be subject to disciplinary action, up to and including termination of employment, and potentially a loss of benefits. (Refer to the Alcohol and Drug Free Workplace Policy.)

Safety and Health Rules

- 1) All employees shall follow our safety and health rules, render every-possible aid to safety operations, and report all unsafe conditions or practices to the management.
- 2) Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work and shall take such action as is necessary to obtain observance.
- 3) All employees shall be given accident prevention instructions.
- 4) Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties, shall not be allowed on the job while in that condition.
- 5) Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
- 6) Work shall be well planned and supervised to prevent injuries in the handling of material and in working with equipment.
- 7) No employee shall knowingly be permitted or required to work while his/her ability or alertness is so impaired by fatigue, illness, or other causes that might unnecessarily expose the employee or others to injury.
- 8) Employees shall not enter voids, chambers, tanks, or other similar places that receive little ventilation, unless and until it has been determined that it is safe to enter.
- 9) Employees shall be instructed to ensure that all guards and other protective devices are in their proper places and adjusted and shall report deficiencies promptly.
- 10) Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
- 11) All injuries shall be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.
- 12) When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.

- 13) Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
- 14) Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from falling objects.
- 15) Employees shall cleanse thoroughly after handling hazardous substances and follow the special instructions for those products.
- 16) Before leaving any job, be sure it is in a safe condition.
- 17) Work shall be arranged so that employees are able to face the ladder and use both hands while climbing.
- 18) Gasoline shall not be used for cleaning purposes.
- 19) No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel until it has first been determined that no possibility of explosion exists and authority for the work is obtained from their supervisor.
- 20) Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the supervisor and repaired before use.

Reporting Unsafe Conditions and Work-Related Accidents and Injuries

- Contact Fuze HR Solutions Inc immediately if you are asked to perform duties other than those specified by your assignment.
- Report any unsafe conditions immediately to your on-site client supervisor as well as your Fuze HR Solutions Inc Personnel Coordinator.
- Notify your on-site client supervisor and ask for instructions if you are unsure of any job task you are asked to perform.
- Notify your on-site client supervisor if you observe another employee engaged in an unsafe act.
- Employees have the right to report work-related injuries and illnesses.
- Fuze HR Solutions Inc is prohibited from discharging or in any manner discriminating against employees for reporting work-related injuries and illnesses.

Reporting Work-Related Accidents and Injuries

- **Notify Your Supervisor:** As soon as possible, inform your supervisor or manager about the injury. They need to be aware of what happened. This should be reported no later than the end of your shift.
- In addition to reporting to your supervisor, you must also report any work-related injury to the Fuze HR Solutions Inc immediately. Your recruiter should be made aware no later than the end of your shift.
- **Fill Out an Incident Report:** Our client will have available a specific form for reporting workplace injuries. Complete this form with as much detail as possible, including the date, time, location, and description of the incident.

- Document the Details: Write down any details you remember about the incident and gather contact information from any witnesses.
- Inform Your Recruiter: Keep your recruiter informed about your injury and any medical advice you receive. This helps them understand your situation and provide instructions on any modified work available.
- Send All Documents: Make sure to send all medical documents and any other related paperwork to your recruiter. This includes medical reports and any instructions from your doctor. Doing this ensures that Fuze HR is aware of your progression and can plan for your return to work.
- Follow-Up: Stay in touch with both your employer/recruiter and update them on your recovery and any work restrictions.

Emergency Procedures

The on-site client supervisor will inform you of the location of emergency exits as well as evacuation assembly points. In the event of an emergency, follow the instructions of your on-site client supervisor. Do not use fire extinguishers or other fire fighting equipment nor become involved in rescue operations.

Personal Protective Equipment (PPE)

Industrial and construction assignments frequently require the use of personal safety equipment. When these conditions exist at your job assignment, you will be informed of the type of equipment required and how to use and care for it. The on-site client supervisor will provide the equipment. It is your responsibility to use it as instructed without exception. Failure to wear required safety equipment may result in termination of employment. Examples of safety equipment you may be required to wear are as follows:

Hard hats – protection from overhead hazards.

Safety Glasses/Goggles – protection from airborne particles, sparks, and some splashes.

Safety Shoes (to be provided by employee) – protection from objects falling on feet and sharp objects penetrating shoe soles.

Hearing Protection – protection from high-level noise exposure.

Gloves – depending on the type of gloves, protection from harmful liquids, heat, or surface contact hazards.

Boots and Aprons – protection from wet environments.

Dust Masks – Fuze HR Solutions Inc employees are not permitted to do tasks which require respirators. Dust masks or particle masks are permissible and recommended only for nuisance dust exposures.

Welding Hoods – only ANSI approved welding hoods that meet eye tint requirements will be accepted.

PPE Training - Hearing Protection

Our hearing is a valuable resource and we should take precautions to protect ourselves from noise exposure that could potentially cause us to lose even a portion of that resource. Hearing protection devices are a common item of Personal Protective Equipment (PPE). Here are some types of hearing protectors that you may see at your worksite:

Foam Ear Plugs: These come in a variety of sizes and types as shown below. Normally, these plugs are compressed with the fingers and then inserted directly into the ear canal, and then they expand and form a sound reduction barrier to reduce the effects of the surrounding noise. Since there are such a wide variety of these plugs, you should always read the directions on the package to assure that you insert them correctly and they are suitable for use in your work environment. Remember to always wash your hands before inserting the plugs. Handling the plugs with dirty hands can result in ear infection.

Ear Muffs: These are used in many industrial applications, especially where the exposures are for short periods and employees want protection that can be put on and taken off easily. Ear Muffs are only effective when they are adjusted to fit snugly around your ears. There are muffs that are specifically designed for use with hard hats and other types of PPE that may be needed on your job site. Always consult with your supervisor if you have questions about the use and care of your PPE.

Back Belt Safety

There are a variety of Back Belts on the market and each is just a bit different. One thing is true about all of them: **Back belts are not designed to help you lift more!** These belts are designed to assist you in utilizing proper lifting technique and good body mechanics. The belt should be worn in accordance with the manufacturer's instructions.



This image is typical of many safety belts used in the workplace. It's important to ensure the waist belt is securely closed, as shown, to prevent the loose ends from getting caught in machinery, shelving, or other equipment. For this particular belt, the elastic support panels should be tightened just before lifting and loosened once the lifting activity is complete.

Wearing the belt correctly is essential, as it helps prevent bending at the waist, a posture that should be avoided during lifting. Proper use of the belt promotes better lifting mechanics and reduces the risk of injury.

A quick summary of rules for Back Belts:

- Read the manufacturer's instructions and follow them for the wear and care of the belt.
- The belt does not make you stronger or able to lift a greater load, so do not use it for that purpose.
- The belt is not a substitute for good lifting technique. Practice the proper technique when lifting.
- Stand close to the object
- Bend at the knees and keep your back as straight as possible.
- Use the large muscles of the legs to lift, rather than bending at the waist and lifting with your back muscles. If you have any questions about the use of the belt or about proper lifting techniques, ask your supervisor.

Eye Protection

Eye injuries are devastating. They can cause significant pain and, in the worst cases, result in permanent loss of vision. What makes these injuries even more tragic is that **most are preventable**. Wearing the appropriate eye protection is a simple, yet crucial step in safeguarding your sight.

Don't risk losing one of your most valuable assets — the ability to see. Protect your eyes, and always use the proper eye protection when working in environments where hazards are present.



1. Safety Glasses

- **Description:** Safety glasses are designed to protect against flying debris, dust, and other particles. They typically have durable lenses made of polycarbonate or similar materials.
- **Features:** They often have side shields to provide additional protection, and they come in various styles such as wraparound or goggles-style.
- **Example Search:** Search for "safety glasses with side shields" or "clear safety glasses."

2. Goggles

- **Description:** Goggles provide a higher level of protection than safety glasses by forming a seal around the eyes, which is essential in environments where chemicals, liquids, or fine dust are present.
- **Features:** They are designed to be fog-resistant and come with adjustable straps to ensure a snug fit.
- **Example Search:** Search for "chemical goggles" or "safety goggles for dust protection."

3. Face Shields

- **Description:** A face shield provides full-face protection and is often worn over safety glasses or goggles to protect against flying debris, chemical splashes, or intense heat.
- **Features:** Face shields are typically made from clear plastic and cover the entire face, from the forehead down to below the chin.
- **Example Search:** Search for "full face shields for protection" or "plastic face shields."

Hand Protection

Hand and finger injuries are among the most common injury types in industry. These injuries often result when workers handle materials. Chemical burns, cuts and abrasions, and splinters are common hand injuries. Using the right type of gloves can help to reduce your chances of suffering a hand/finger injury. Here are some types of gloves that may be useful in the injury prevention effort:



For handling chemicals, always consult the Material Safety Data Sheet ("MSDS") sheet for the chemical product to assure that you are using the correct glove. Just because the gloves appear to be rubber or plastic and seem to be "leakproof," that does not mean that they will provide protection against the hazards associated with the chemical you are using. If you have any doubts, consult with your supervisor.

For handling metal and wood where splinters or sharp edges may be present, leather or Kevlar gloves are often used. These gloves are cut resistant and come in a variety of sizes and styles.

For light material handling and to protect against cold temperatures, cotton gloves may be suitable. Consult with your supervisor to assure that you have the type of glove that is best suited to provide protection from the hazards at your job location.

PROPER LIFTING AND CARRYING

Machinery and Equipment

- **Always** notify your Fuze HR Solutions Inc office immediately if you believe the machinery or equipment you are asked to operate is unsafe.
- **Always** wear required personal protective equipment.
- **Never** operate any equipment or machinery until you have received specific instructions on safe operating procedures, safety devices, and equipment guards from your on-site supervisor.
- **Never** attempt to tamper with or bypassing any machine safety device or guard.
- **Never** operate any machinery that has broken or defective safety devices or guards. Notify your on-site client supervisor immediately if such a condition exists.
- **Never** assume the power is turned off to any piece of equipment. Your on-site client supervisor will inform you of your restrictions as an affected employee under the customer's Lockout/Tagout Program.
- **Never** place any part of your body into the point of operation of any machine.
- **Never** attempt to perform maintenance or service on any of the client's equipment.
- **Never** wear loose clothing, rings, and jewelry or allow hair to dangle when operating machinery.

Working from Elevations and in Excavation

You will not do any of the following work. If you are asked or directed to do so, **contact your Fuze HR Solutions Inc Personnel Coordinator immediately.** Also if you are asked to work from a ladder, cherry picker, scaffold, roof, near a trench, ditch or other excavation, contact the Fuze HR Solutions Inc office immediately.

- Fuze HR Solutions Inc employees are **never** permitted to work in or near any trench, ditch, or other excavation that is more than 4 feet deep.
- Employees are **never** permitted to work on a roof or scaffold. You must have the approval of your Fuze HR Solutions Inc Personnel Coordinator before you use any type of ladder.
- Employees are **never** permitted to work from elevated areas unless that area is protected by full perimeter protection such as walls or complete guardrails.

Asbestos – never remove or handle any type of asbestos containing material.

Confined Space Entry – never enter into any vessel, tank, pit, tunnel, tower, crawl-space, oven or any other enclosed space.

Electricity – never work on or near exposed energized electrical wiring or components.

Hazardous Waste – never handle or work near hazardous waste material.

Respirators – never work in an area that requires the use of a respirator.

Spray Painting / Sandblasting and spray coating operations.

Traffic – never work on or near roadways carrying auto, truck and other traffic.

Unjamming or Maintenance of Industrial Machinery – never put any part of your body into a machine for any purpose

including servicing, repair, or unjamming.

Water – never work on or near rivers, lakes, ponds, canals or the ocean.

Office Safety Rules

Although offices are relatively safe workplaces, accidents do occur, and usually in two main categories: Slip/Trip/Falls and Lifting. To minimize the risk of workplace accidents when working in an office setting, you should:

- Wear safe shoes to work, low heels, and closed toes.
- Keep floor areas around your workstation free of boxes, extension cords, loose rugs, spilled liquids or other slip or trip hazards.
- Keep desk and file drawers closed when not in use.
- Always walk, do not run. Use handrails on stairs or ramps.
- Never climb on top of desks, chairs, or shelves. Use the proper stepladder or ask for assistance.
- Avoid lifting loads over 40 lbs. in weight. If lifting is required, use the safe lifting procedure with a straight back, bend at the knees, firm grip, and lift with legs.
- Never try to move heavy office furniture by yourself. Get help.
- Avoid bending at the waist or excessive twisting of the back – turn your feet in the direction you want to go and use the safe lifting procedure.
- Know the location of first-aid kits, fire extinguishers, and how to report fires or accidents or other emergencies.

Questions/Comments/Concerns

Should you have any questions, comments, or concerns about workplace safety, contact the Company's local branch office.

ACKNOWLEDGMENT OF RECEIPT of Fuze HR Solutions Inc Employee Health & Safety
Booklet For Temporary Staffing Associates

Employee's Name: _____
(Type or print name)

This is to acknowledge that I have received a copy of the Fuze HR Solutions Inc Employee Health & Safety Booklet for Temporary Staffing Associates, which contain important information about the Company's Health & Safety policies & procedure. I will promptly read and familiarize myself with the information contained, and I understand I must comply with their contents. I further understand that failure to comply can result in discipline, up to and including immediate termination of my at-will employment. I should contact my on-site supervisor or the Company's local branch office with any questions about the Safety Policy.

My signature below further signifies that I have carefully read this Acknowledgment of Receipt.

Date: _____ Signature: _____

* Note to employee: The original of this form will be placed in your personnel file.