

GENERAL SAFETY RULES

Certified AccountStaff has developed safety rules patterned after federal OSHA requirements. Read and become familiar with these rules and any other safety rules that apply to your assignment(s). **Failure to comply with these safety rules will result in your termination from employment.**

- “Horseplay” is prohibited at all times.
- The drinking of alcoholic beverages, taking of illegal drugs or being under the influence of alcohol or drugs while on assignment is strictly prohibited. Anyone found in violation of this rule will be immediately terminated from employment.
- Report any safety hazards or concerns to your client supervisor and your Certified supervisor immediately.
- Observe the client’s on-site safety rules and procedures. Be alert to hazards that could affect you and your fellow workers. Ask where fire extinguishers and first aid kits are located.
- 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. In addition, appropriate clothing and footwear must be worn on the job at all times.
- Learn safe work practices. You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task. When in doubt about performing a task safely, contact your client supervisor for instruction and training.
- Do not lift or carry more than 25 pounds by yourself. Get assistance from your on-site supervisor. When lifting, use your legs to help you, NOT your back.
- Maintain a general condition of good housekeeping in all work areas at all times.
- Obey all safety signs, notices and tags.
- Riding a hoist hook, or other equipment not designed for such purposes is prohibited.
- Do not approach operating machinery from the blind side; let the operator see you.
- NEVER remove or by-pass safety devices.
- Always perform your assigned tasks in a safe and proper manner; do not take short-cuts. Taking shortcuts and ignoring established safety rules are leading causes of employee injury.
- REPORT ANY INJURY, NO MATTER HOW MINOR, TO YOUR CLIENT SUPERVISOR AND TO CERTIFIED ACCOUNTSTAFF IMMEDIATELY. Certified will make arrangements for any necessary medical treatment.
- Do not move or treat an injured person unless there is an immediate threat to life such as profuse bleeding or stoppage of breathing.

These are general safety rules. Be sure to read and follow the general safety guidelines set forth in Certified’s Temporary Employee Handbook.