



TEMPORARY LABOR SAFETY RULES ACKNOWLEDGEMENT

This section contains general safety rules that all Temporary Labors are required to follow. These general rules apply to all Temporary Labors and to all work areas. Additional rules may apply to specific jobs, in specific work areas, and in special situations. Violation of these rules will result in disciplinary action, in accordance with the company disciplinary policy, and can result in penalties up to immediate termination of employment.

1. Immediately report all incidents and or near misses to your supervisor, or any member of the management team, no matter how minor and without exception.
2. Any unsafe conditions must be corrected promptly or reported to your immediate supervisor if they cannot be corrected.
3. Use of cell phone or other personal electronic device is prohibited while working the WHS or exterior of the building.
4. Lock-out/Tag-out (LOTO) procedures must be followed. NO Temporary Labor will be authorized to work on energized equipment or use LOTO.
5. NO Temporary Labor may place any body part into energized equipment (rollers, chains, belts, pinch points) If there is a jam or if any sort of service and maintenance is required LOTO procedures are followed and the Temporary Labor must contact their Supervisor.
6. Do not bypass any safety devices, to include propping open doors or remove machine guards.
7. Follow site specific fall protection procedures. Ladders must be used for accessing heights; 3 points of contact must be maintained on ladder when climbing and descending.
8. NO Temporary Labor may operate a crane or powered industrial trucks or any other motorized vehicles.
9. Follow all emergency directives to evacuate or seek shelter. Always immediately alert a Supervisor if you come upon any emergency.
10. Never engage in any activity that may start a fire.
11. Contact a First Responder to address any first aid issues.
12. Follow Safe Lifting procedures
13. Establish eye contact when working with PIT Operators and maintain 2 foot distance from PIT at all times.
14. Wear all required PPE, to include eye and foot protection at all times and hearing and hand protection as needed. PPE will be provided by Tate Engineering Systems with the exception of shoes.



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15. Do not wear jewelry or loose clothing items that could be caught in moving parts (baggy pants, jacket with hood, long coats). Long pants and appropriate shirts (tee shirts or other fitted garments) must be worn at all times within employee work areas. Offensive or suggestive graphics on clothing is not permitted
16. Perform a visual inspection of the worksite, tools and PPE prior to beginning work to ensure you will be able to work safely. If an unsafe condition is found, stop working and immediately report any unsafe condition to a member of the Tate Engineering Systems, Inc. management team.
17. The following are strictly prohibited and will not be allowed: horseplay, practical jokes, fighting, throwing of objects, running, alcohol, use of illegal drugs, unauthorized use of prescription drugs, firearms.
18. NO Temporary Labor may use any power tool, chemical, compressed gas or without training and authorization from a Supervisor. The following tools will be used within the scope of your work at Tate Engineering Systems:
19. Emergency equipment is not to be blocked for any reason. Never block fire extinguishers, fire hose, aisles or exits with material or other objects.
20. Good housekeeping practices must be maintained at all times. Temporary Labors must leave their places of work orderly and clean. There are many days when the floors of the facility are slippery due to weather change. When floors are wet, be extremely careful when walking.
21. Never use any power equipment unless it is properly grounded. Report missing ground prongs on cords and plugs and any loose wiring to your supervisor immediately.
22. Drive your personal vehicle at a slow, safe speed in the parking lot. Maximum speed - 5 MPH.
23. Many of our operations require the use of heat on metal. Check first before picking metal objects up.
24. Keep objects at least three feet away from electrical switch boxes and circuit breaker panels. The area in front of them must remain clear so that they can be quickly reached in case of an emergency.
25. Smoking or use of smokeless tobacco products is not allowed at any place inside the company facility.

REMEMBER: Most incidents are caused by human error. Focus on the task at hand and do not allow yourself to become distracted when working. If you need assistance or additional training it is your responsibility to bring this to your Supervisors attention.

I understand and will comply with the Tate Engineering Safety Rules. I understand if I have safety concern I am immediate to stop the activity I am engaged in and report it to a member of the Tate management team for resolution.

Temporary Labor NAME: _____

Date: _____ **Signature:** _____



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TRAINING

I have provided Temporary Labor with the following PPE and verify laborer understands when and where to wear PPE, understands how to inspect and when to replace PPE.

PPE: _____

PPE: _____

PPE: _____

PPE: _____

PPE: _____

PPE: _____

I have provided hands on training and manual and verified laborer understands the safe use of the following tools:

Tool: _____

Tool: _____

Tool: _____

Tool: _____

Tool: _____

Tool: _____

I have reviewed the SDS with labor and have provided hands on training on the safe use of the following chemicals:

Chemical: _____

Chemical: _____

Chemical: _____

Chemical: _____

CG: _____

CG: _____

Trainer: Check each item as training is completed and sign and date below.

_____ I have review emergency action plans with temporary labor. Labor understands what to do and how to respond in the event of a fire, weather event or other type of facility emergency.

_____ I have reviewed the location and use of fire extinguishers in the facility.

_____ I have reviewed smoking areas and areas where ignition sources are prohibited.

_____ I have reviewed location of SDS Binder and how to resource information.

_____ I have reviewed safe walking paths, signs and warning devices and other safety postings in the facility.

_____ I have verified the Temporary Labor is dressed in accordance with our dress code.

_____ I have reviewed safe lifting devices and procedures with Temporary Labor.

Trainer NAME : _____ **Date:** _____