



McCALL STAFFING SERVICES INJURY AND ILLNESS PREVENTION PROGRAM SAFETY GUIDELINES

SAFETY FIRST!

McCall cares about your safety!

This document was developed to assist you in making your work assignment enjoyable, productive & SAFE! Please follow these rules on all job assignments.

RULES FOR THE WORKPLACE

- 1) Before you start an assignment, ask your temporary staffing supervisor what safety equipment, if any, is needed.
- 2) Remember, as an employee of McCall Staffing Services, if you have any questions regarding your working conditions, you should *immediately* call your McCall supervisor.
- 3) Obey all company rules, governmental regulations, signs, markings, and instructions. Be particularly familiar with those that apply directly to you. If you don't know...ask.
- 4) All prescribed safety and personal protective equipment must be maintained in good working condition and must be used when required. Do not operate any equipment that, in your opinion, is not in safe condition.
- 5) *Immediately report to your McCall supervisor* any condition or practice you think might cause injury or damage to equipment or people.
- 6) Get first aid promptly whenever you are involved in any accident that results in personal injury or damage to property.
- 7) No matter how small, an accident must be reported to your McCall supervisor *immediately!* Your supervisor must file an injury report within 24 hours
- 8) When lifting, use the approved lifting technique; i.e., bend your knees, grasp the load firmly, then raise the load keeping your back as straight as possible. McCall regulations require that you never lift anything heavier than 25 pounds.

IMPORTANT REMINDER!

As a McCall temporary employee, you are representing McCall at our client's workplace. In addition to our concern for you as our employee, McCall is concerned that we contribute positively to our client's workplace.

- 1) Always use the right tools and equipment for the job. Use them safely and only when authorized.
- 2) Good housekeeping should always be practiced. Return all tools, equipment, materials, etc. to their proper place. Disorder wastes time, energy, and material and will often result in injury.

- 3) The use of drugs and/or intoxicating beverages are strictly prohibited (and would be grounds for release from employment).
- 4) Always act as a professional while on assignment. Avoid distracting others from their attention to safety; be courteous.

INJURY INSURANCE

WHAT IS WORKER'S COMPENSATION?

Worker's compensation is a special kind of insurance which employers purchase to help their workers who get injured or sick from diseases caused by the job.

HOW MUCH DOES IT COST ME?

McCall Staffing Services has purchased Worker's Compensation Insurance so that if you are injured on the job, or if you become sick from the job, you will be helped. There is no cost to you for the insurance.

WHAT ARE MY BENEFITS?

"Benefits" is a term we use to describe our services to the injured worker. For work related injuries, our insurance covers your medical and hospital bills, plus any part of your lost wages (called Temporary Disability) as well as other payments and services described in this pamphlet. You will be referred to an approved physician or your personal physician may also be approved if we are notified prior to the date of physician visit.

IS WORKER'S COMPENSATION THE SAME AS STATE DISABILITY?

Often people mistake it for State Disability. There is a big difference. Worker's Compensation helps injured workers when their illness or injury results from the job. State Disability is from the Employment Development Department. Assistance from State Disability is usually for illness or injury that is not caused by your work on the job.

WHAT IS A WORKER'S COMPENSATION INJURY?

Although we as your employer make every effort to make your job safe, accidents and illnesses occasionally can occur on or from the job. If you are injured on the job or get sick from the job, you will be helped immediately.

GETTING BACK TO WORK

How quickly you can get back to work will depend on you. That may sound strange, but it is medically true; your attitude can make the difference. Some hints we have found helpful include:

- 1) Don't be your own doctor. The faster you get treatment, the better the chance of recovery.
- 2) Keep up your part of getting well. Talk openly with your doctor and try to follow his or her advice.
- 3) Prepare your return to work carefully. It doesn't take long to get out of shape for a full day's work. Make sure your doctor knows exactly what your regular job requires, and make sure you are up to it before you return to a full day's work.
- 4) When you are able to safely return to work, call in your availability to your McCall supervisor.

**WE WANT YOU TO ENJOY WORKING FOR MCCALL STAFFING SERVICES
AND EXPECT THAT ADHERENCE TO SOUND SAFETY PRACTICES WILL CONTRIBUTE TO YOUR
ENJOYMENT AND OUR MUTUAL SUCCESS!**