

## ASSIST INCORPORATED EMPLOYEE SAFETY RULES AND REGULATIONS

- Assist Inc. requires every employee to help ensure a safe working environment by actively Promoting safety and accident prevention as part of their normal job function.
- Employee who fail to follow safety rules will receive written notices, If a third (3) notice Is received in one calendar year that employee will be terminated. A written notice may be For policy, safety, or drug and alcohol violations.
- It is the employee's responsibilities to follow all safety precautions designed specifically for machines or equipment that you are authorized to operate.
- When required by the account to which they have been assigned all employee's must wear Head protection, hearing protection, respiratory protection, safety glasses, gloves, steel toe Shoes and proper work clothes while on the job.
- Your work area should be kept as clean as possible.
- Do not operate any machinery or equipment that safety devices have been modified or Removed from unless it is an OSHA approved modification – Contact Assist Inc. for instructions.
- Report any electrical problems to your onsite supervisor, do not attempt to fix the Problem yourself.
- Do not engage in horseplay or distract others while on the job.
- Be alert, Think before you act! It's better to be safe than sorry.
- Immediately report all accidents that occur in the course of your work or while on the job site to your supervisor, regardless of how insignificant.
- Assist employees are not allowed to work with toxic substances.
- Assist employees are not allowed to work were safety belts or lifelines are required such as scaffolds or on a roof.
- Assist employees are not allowed to work excavations or trenching.
- Assist employees are not allowed to work security.
- Assist employees are not allowed to cross picket lines in a union dispute.
- In case of fire follow all on site emergency evacuation procedures as well as all other emergency procedures.