



*Policies and Procedures*

***TEMPORARY  
EMPLOYEE  
HANDBOOK  
&  
TRAINING  
MATERIAL***

# **In2u** ***Policies and Procedures***

## **Introduction**

This Temporary Employee Handbook is designed to summarize In2u Inc. (or Company) personnel policies and benefits for temporary employees and to acquaint employees with many of the rules concerning employment with the Company. Compliance with the Company's policies is a condition of employment. This Handbook supersedes all previous employment policies, written and oral, express and implied. The Company reserves the right to modify, rescind, delete or add to the provisions of this Handbook from time to time in its sole and absolute discretion. The Company will notify employees of any significant changes that affect them. This Handbook is not a binding contract between the Company and its employees, nor is it intended to alter the at-will employment relationship between the Company and its employees. The Company reserves the right to interpret the policies in this handbook and to deviate from them when, in its discretion, it determines it is appropriate.

This Handbook applies to all temporary employees regardless of their work site. It is our intent to comply with all applicable state and federal laws. To the extent any of the policies in this Handbook are inconsistent with a particular state's laws, the law of the state in which you are working will govern.

## **At-Will Employment Relationship**

Employment with the Company is at-will, unless otherwise specified in a written employment agreement. This means employment with the Company is not for any specified period and may be terminated by you or the Company at any time, with or without cause or advance notice. In connection with this policy, the Company reserves the right to modify or alter your position, in its sole discretion, with or without cause or advance notice, through actions other than termination, including demotion, promotion, transfer, reclassification or reassignment. In addition, the Company reserves the right to exercise its managerial discretion in imposing any form of discipline it deems appropriate. No persons other than Executive Level Management of the Company has the authority to enter into an agreement contrary to this statement.

## **Employment Categories**

**Temporary Employees:** Temporary employees are those employees who are hired to provide temporary services to the Company's clients on an as-needed and temporary basis. This Temporary Employee Handbook applies to all temporary employees. Temporary employees are not eligible for any benefits provided to administrative employees.

**Administrative Employees:** Administrative employees are those employees who work on a regular basis at the Company's corporate, branch or onsite offices and assist in the administration of the Company. Administrative employees are covered by a separate employee handbook and are not eligible for any benefits provided to temporary employees.

## **Equal Employment Opportunity Policy**

It is the policy of the Company to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, color, national origin, sex, age, disability, marital status or any other classification protected by applicable local, state or federal laws. This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, compensation, promotion, benefits, training, discipline and termination. Reasonable accommodation is available for qualified individuals with disabilities, upon request.

## **Assignments/Assignment Procedures**

You will be offered assignments based on availability as well as your experience and skills. Usually, you will know about assignments a day or two in advance. Some opportunities, however, start right away. When you accept an assignment, you should record all important information so you will be prepared for a good start.

You have the flexibility to accept or decline any assignments for which you are selected. You are expected to complete all assignments you accept. If you are unable to report to work or complete an assignment for any reason, illness, emergency, etc., notify us immediately, not the client, in order for us to obtain a replacement. When your assignment with a client ends, contact us within 24 hours. The end of a particular assignment does not terminate your employment with us as you remain an employee of the Company eligible for placement with another client. If you fail to contact us at the end of an assignment, you may be considered to have left work voluntarily without cause, and unemployment benefits may be denied.

## Points to Remember

- Arrive on time every day to show your professionalism and commitment to quality performance.
- Dress appropriately for the assignment. The Company's Personnel Coordinator will outline the client's dress code and other important rules concerning breaks and more.
- Direct all incoming personal calls to our office and we will pass messages on to you. Client phones should not be used to make or receive personal calls.
- If you desire a full-time position, or are offered one while on assignment, let us know immediately.



## Job Abandonment on Temporary

I agree that if I accept a temporary or temp-to-hire assignment with In2u, I will complete the assignment. If for any reason I am unable to fulfill my obligation, I will notify In2u immediately. If I am on a long-term assignment or a temp-to-hire assignment, I agree to give In2u a one-week notice.

## Assignments - No Call No Show

## Absenteeism and Lateness

I agree that while employed with In2u, if I am ever absent from work or late for work, I will notify the In2u office **two hours prior to my scheduled arrival time**. In addition, I understand that if I anticipate being absent, late or need to leave early because of unavoidable obligations, I will notify the In2u immediately.

**I have read and understand the policies regarding Job Abandonment and Absenteeism. By signing the back of this book, I acknowledge that I understand the Job Abandonment and Absenteeism policies of In2u Inc..**

## Pay Rates/Timesheets/Pay Periods/Paydays

You are paid for the hours you actually work on assignment. The pay rate is determined before you begin the assignment and can vary from one assignment to the next. Compensation for authorized overtime will be paid to nonexempt temporary employees in accordance with applicable state and federal laws.

We regularly review your performance and pay status. We also make all state and federally required payroll deductions and unemployment insurance and we match social security contributions and provide Workers' Compensation insurance. Use a new timesheet for every assignment you work. For a continuing assignment, use a new timesheet each week. If using a time and attendance system, be sure to utilize the system prior to the start of your shift and at the end of your shift. Each Friday or at the end of each assignment, both you and the client company supervisor must sign the timesheet. Failure to deliver the timesheet by the appropriate time will delay the processing and issuance of your paycheck.

For most temporary employees, the Company's paydays are every Friday, for the one-week period that ends the previous Sunday. The payroll period begins at 12 a.m. Monday and ends the following Sunday at 11:59 a.m. Assuming your timesheet is received on time, paychecks will generally be available the following Friday unless different arrangements are made with a personnel coordinator prior to the issuance of the paycheck. Temporary employees with work assignments that have different paydays and payroll periods will be notified of such.

## Employee Benefits

Temporary employees are **not eligible** for the Company's employee benefit programs provided to administrative employees, including, but not limited to, medical and dental insurance, vacation pay, and holiday pay.



## Temporary Employee - Health Insurance

Please consult with your In2u representative for eligibility requirements.

## Temporary Employee - Hours/Merit Pay

Depending on your assignment and the clients you work for, there may be various Merit Pay Programs available. Please consult with your In2u representative for eligibility requirements.

## **Standards of Conduct**

We have established workplace standards of performance and conduct as a means of maintaining a productive and cohesive working environment. In2u counts on common sense and professionalism in the actions of all employees. This is essential to providing a positive work environment. Therefore, conduct that is dangerous to others, dishonest, immoral, illegal, and abusive will not be tolerated at In2u. Violations of In2u Standards of Conduct will be grounds for disciplinary action, up to and including discharge from employment.

When an employee fails to meet In2u's established Standards of Conduct, his or her manager may attempt to utilize progressive discipline so that the employee will be assisted in improving his or her performance or conduct. However, because In2u's employees are employed at-will and can be terminated or resign at any time for any or no reason, In2u reserves the right to dismiss any employee, without notice, for economic or business reasons, unacceptable conduct, or violation of the Standards of Conduct described herein, if In2u determines that continued employment is not in the best interest of the company, the employee, its clients, or other employees.

As it is impossible to list every reason why an employee may be subject to disciplinary action, the following list of offenses is not all-inclusive, but merely provides guidance to our employees concerning conduct that In2u Inc. would define as unacceptable, intolerable, and warranting discipline. Violations of the following work rules and regulations, as well as other job performance problems, can subject the offender to disciplinary action, up to and including immediate discharge from employment:

- Accepting an assignment and not reporting to work or not notifying us
- Unauthorized possession, use, or removal of property belonging to us or any of our clients
- Failure to comply with all safety rules and regulations, including the failure to wear safety equipment when instructed
- Reporting to work under the influence of alcohol, illegal drugs, or in possession of either item on company premises or work sites of client companies
- Possession of a firearm in the workplace
- Lewd, unacceptable behavior, possession of weapons or explosives, and provoking, instigating, or participating in a fight
- Failure to call us when an assignment ends
- Violation of the harassment policy
- Insubordination, for example, refusal to carry out your supervisor's reasonable work request
- Falsifying records, including but not limited to time records, claims pertaining to injuries occurring on company premises or work sites of client companies, or personnel records
- Disclosing confidential information without authorization
- Disregard for established policies and procedures
- Excessive cancellations or tardiness
- Discourtesy to clients or fellow employees
- Unauthorized and/or excessive absenteeism
- Tardiness to work
- Conduct / Disorderly conduct, including horse play
- Attitude
- Poor work performance
- Gambling
- Use of abusive or threatening language
- Leaving work before end of scheduled shift without permission
- Neglect of job responsibilities and duties, including incompetence

In cases where disciplinary action is necessary due to violation of In2u Inc. Standards of Conduct, as well as other job performance problems, an employee's manager will determine the appropriate action, and, if warranted, in consultation with others in management. In2u Inc. may use progressive discipline (for example, verbal warning(s), written warning(s), suspension, etc.) at its discretion or may discharge an employee immediately depending on the nature of the problem and all relevant facts and circumstances.

Neither this handbook, nor any other communication by In2u Inc., or anyone in management, either written or oral, made at the time of hire or during the course of employment, is intended to create an employment contract. Nothing in these Standards of Conduct, or in this handbook, in any way affects the at-will status of the employees' employment.

## **Substance Abuse Policy**

We believe that maintaining a workplace that is free from the effects of drug and alcohol abuse is the responsibility of all persons involved in our business, including our employees and clients. The use, possession, sale, or transfer of illegal drugs or alcohol on company or client property, in company or client vehicles, or while engaged in company or client activities is strictly forbidden. Being under the influence of drugs or alcohol while on company or client property, in company or client vehicles, or while engaged in company or client activities is strictly forbidden. Consistent with the law, drug and alcohol screening tests

may be given after accidents or near misses, or upon reasonable suspicion of alcohol or drug use, when a client requires pre-assignment testing, or upon any other circumstances that warrant a test. Further, where an employee is suspected of keeping drugs or alcohol in his or her locker or desk, we may ask the employee to open the locker or desk. If the employee refuses or is unavailable, we may search the contents of the locker or desk.

Employees violating this policy are subject to disciplinary action up to and including immediate termination and, consistent with state laws, possible denial of any workers' compensation benefits.

### **Workplace Searches**

To protect Company and Client property and to ensure the safety of all employees, the Company, and our clients, reserves the right to inspect and search any employee's work area, files, locker, equipment, and any area on Company or client premises. You should have no expectation of privacy with respect to items brought onto Company or client property and/or stored in Company or client facilities. Inspection may be conducted at any time, without notice, at the discretion of the Company or client.

In addition, when the Company or a client has a reasonable suspicion that a Company or client policy is being violated that necessitates a search, you may be required to submit to reasonable searches of your personal vehicles, parcels, purses, handbags, backpacks, brief cases, lunch boxes or any other possessions or articles brought on to the Company or client property. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted entry. You must cooperate in an inspection; failure to do so is insubordination and will result in disciplinary action, up to and including discharge.

### **Anti-Harassment/Discrimination Policy**

The Company is committed to providing a work environment free of sexual or any form of unlawful harassment or discrimination. Harassment or unlawful discrimination against individuals on the basis of race, national origin, religion, sex, sexual orientation, disability or any other classification protected by state or federal laws is illegal and prohibited by Company policy. Such conduct by or towards any employee, contract worker, customer, vendor or anyone else who does business with the Company will not be tolerated. Any employee who violates this policy will be subject to disciplinary action, up to and including termination of his/her employment or engagement. To the extent a customer, vendor or other person with whom the Company does business engages in unlawful harassment or discrimination, the Company will take appropriate corrective action.

#### **Prohibited Conduct:**

Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement;
- ii. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or
- iii. It creates a hostile or offensive work environment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and lewd, vulgar, or obscene remarks, jokes, posters or cartoons, and any unwelcome touching, pinching or other physical contact. Other forms of unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

#### **Complaint Procedure:**

Any employee who feels that they have been harassed or discriminated against, or who witness any harassment or discrimination by an employee, contract worker, customer, vendor or anyone else who does business with the Company, should immediately report such conduct to their on-site supervisor, the Company's local branch office, or any other member of management.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, customer, vendor or other person who does business with this organization is exempt from the prohibitions in this policy. In response to every complaint, the Company will conduct an investigation and, if improper conduct is found, take appropriate corrective action.

To the extent that an employee or contract worker is not satisfied with the Company's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

### **Retaliation Prohibited:**

Employees are also protected by law from retaliation for opposing or reporting unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding, or hearing conducted by the Company or a government agency with respect to such complaints. The Company will take disciplinary action up to and including the immediate termination of any employee who retaliates against another employee for engaging in any of these protected activities. Please contact your on-site supervisor or the Company's local branch office if you have any questions about this policy or require further information.

### **Americans with Disability Act Policy**

We are committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and all state disability laws. We do not discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. We will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made us aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company or our client.

### **Family and Medical Leave**

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the Company for at least 12 months (not necessarily consecutive), have worked at least 1,250 hours during the 12 months immediately prior to the family and medical leave of absence and are employed at a worksite where there are 50 or more employees of the Company within 75 miles.

You must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as you become aware of the need for leave but no later than two (2) business days after return from leave. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

- (1) the birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;
- (2) the care of the employee's spouse, child or parent with a "serious health condition"; or
- (3) the "serious health condition" of the employee.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child or parent requires your care or assistance as certified in writing by the family member's health care provider. If you're seeking a leave under paragraph (3) above, you must provide the Company with a medical certification from your health care provider establishing eligibility for the leave, and must provide the Company with a release to return to work from the health care provider before returning to work. You must provide the required medical certification and/or authorization to release the required information to the Company in a timely manner to avoid a delay or denial of leave. Obtain appropriate forms from the Company's local branch office.

Family and medical leave may be taken for up to 12 workweeks during the designated 12-month period. The 12-month period will be calculated based on the 12-month period measured forward from the date of the employee's first use of family and medical leave. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlement to the fullest extent permitted by law.

During a family and medical leave, group health benefits, if applicable, will be maintained for up to 12 workweeks as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If you do not return to work on the first workday following the expiration of an approved family and medical leave, you will be deemed to have resigned from your employment. Upon returning from such a leave you will normally be reinstated to your original or an equivalent position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law.

## **New Jersey Family Leave Act and FMLA**

In many aspects the New Jersey Family Leave Act (NJFLA) and the Federal Family Medical Leave Act are very similar. Under the right circumstances, both leaves can be used concurrently. The NJFLA requires that the employee work at least 1,000 hours in the previous year and that the employer have at least 50 employees. The employee must have also worked at least 12 months for the employer, although it doesn't have to be a consecutive 12 months. The NJFLA provides employees with up to 12 weeks of protected leave in a 24 month period while FMLA provides up to 12 weeks of leave in a 12 month period. Further details can be provided by the In2u human resource department.

## **NJ Sick Pay**

Employers must provide all New Jersey full-time, part-time and temporary employees with earned sick leave with the exception of per diem health care employees, public employees with sick leave under any other NJ law, employees in the construction industry under a union contract or independent contractors.

Employees earn one hour of sick pay for every 30 hours worked up to a maximum of 40 hours per benefit year. Benefit year is any consecutive 12 month period as determined by the employer. Employees start earning on the first day of hire and can start using the sick pay hours after 120 days of employment.

Employees may use sick time so they can care for their own or family member illness or injury, address domestic or sexual violence against themselves or family member, attend child's school related meeting or event or take care of their children during school closings. Employees must provide advance notice to employer as soon as possible when using sick pay benefit. Employers may ask for medical certification for an absence of three or more consecutive days.

Accrued and unused sick pay hours may be rolled over to the following year or paid out at the end of the year. Employers are not obligated to pay out sick leave at the end of the year, an employer can decide not to cash out the unused earned sick leave hours.

Accrued hours will be reduced to "0" after a 6 month gap in employment

## **Safety Policy**

In2u'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 In2u Inc., our clients, and you, our employee. In2u's responsibility is to promote a safe and healthy workplace for all of our employees. Because the In2u client and its on-site supervisor control the workplace, clients must demonstrate a commitment to accident-free workplaces. Only employees who will take the responsibility to work safely and observe In2u's and customer safe work practices will be assigned work. (Pls refer to Employee Safety & Training Manual). 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 the 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 your job assignment. 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 Prohibitions**

- Do not use any vehicle for work purposes without written permission from In2u Inc.
- Do not use alcohol, illegal drugs, or controlled substances on the job or on the client's premises. Anyone who violates this policy or who reports to work under the influence of any of these substances will be dismissed from the assignment, and this may result in termination of employment and potentially a loss of benefits.

## **Safety and Health Rules**

- 1) All employees shall follow our safety practice rules, render ever-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 fatigues, 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 receives little ventilation, unless 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 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 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 a 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, false work, 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 In2u 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 In2u 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.
- Report any accident or injury that resulted from your job-related duties to your on-site client supervisor and seek first aid. The injury shall be reported to your on-site client supervisor no later than the end of the shift on which you suffered the injury. Also, contact the In2u Inc, office immediately – by using office voice mail or pagers if available – and under any circumstances by no later than the end of your shift to report any work related injury.

## 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 type of glove, protection from harmful liquids, heat, or surface contact hazards.

**Boots and Aprons** – protection from wet environments.

**Dust Masks** – Full Steam Staffing 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 photo is typical of many brands. The waist belt should be closed as shown when wearing the belt to prevent the loose ends from being caught up in machinery, storage shelves, etc. For this belt, the elastic support panels should be tightened immediately prior to the lifting activity and loosened when the activity is completed. Wearing the belt properly will make it more difficult for you to bend at the waist, which is a habit to be avoided when lifting.

## A quick summary of rules for Back Belts:

- Read the manufacturer's instructions and follow them for the wearing 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 tragic. They often leave the victim in pain and can even result in a total loss of sight! One of the most tragic things about eye injuries is that most are preventable. Using eye protection is just good sense. Do not take a chance on losing one of your greatest assets and blessings, the ability to see.



Safety Glasses are the most commonly used form of eye protection and they come in a variety of tints, styles, and sizes. Glasses should be equipped with side-shields to improve the level of protection from flying objects. Never alter a set of safety glasses, such as removing the side-shields, because this may affect their ability to protect your eyes as they are intended. **Remember not all glasses are safety glasses. Make sure that the glasses you use are rated as safety glasses by looking for the symbol Z-87 that indicates that the glasses meet the ANSI standard for eye protection.**



If safety glasses do not provide enough protection, ask for a pair of goggles. These work best when handling liquids or working in dust, since they provide a tighter seal around your eyes. Since goggles form a seal, they may be prone to “fog up” when the temperature changes or if you sweat heavily. Try applying an anti-fog agent to the inside surface of the goggles to prevent this problem. These anti-fog agents are available at most safety supply stores.



There are times when you may need some additional protection. Use face shields along with your glasses or goggles to add another layer of protection from splashes or other hazards that endanger your eyes. If you have questions about which eye protection is correct for your assignment, always ask your supervisor.



## 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 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.

**I have read and understand the information contained in this Personal Protective Equipment (PPE) Training. I agree to use any PPE given to me by In2u Inc. *only* as instructed in this PPE Training. By signing the back of this book, I acknowledge that I understand PPE Training.**

## Bloodborne Pathogens Awareness

OSHA’s standard "Occupational Exposure to Bloodborne Pathogens" (29CFR 1910.1030) was designed to limit occupational exposure to human blood and other potentially infectious materials in the workplace. This standard covers all employees who, because of performing their job duties, may reasonably have an anticipated exposure to human blood, unfixed tissues, or contact with blood and other potentially infectious materials. "Good Samaritan" acts (for example, assisting a co-worker with a

nosebleed), are not considered occupational exposure under this standard.

### **Bloodborne Pathogens**

According to OSHA, bloodborne pathogens are microorganisms that are present in human blood and can cause disease in humans. Two pathogens of concern are the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV); however, there are many other pathogens, which can be transmitted through blood (i.e. *T. cruzi*, Malaria).

### **Hepatitis B (HBV):**

Over one million people in the U.S. are carriers of the Hepatitis B Virus (HBV) and an additional 300,000 people become infected each year. In 1983, 17,000 healthcare employees were infected by contact with blood and body fluids of infected patients. This number has dropped dramatically to 400 in 1995, due to the increased use of the HBV vaccine. Hepatitis dangers can be reduced by: wearing PPE, using disinfectants to clean the work surfaces, washing hands and using puncture-resistant sharps containers.

### **Symptoms:**

Hepatitis symptoms include jaundice (yellow hue to the skin and eyes), loss of appetite, nausea, and elevated liver function tests.

### **Hepatitis B Vaccine:**

All employees are encouraged to be vaccinated against Hepatitis B Virus if there is a risk of exposure to blood or other potentially infectious material.

The vaccine is administered in a series of three shots. The second shot is given one month after the first, and the third given six months after the initial dose. Employees who decline the Hepatitis B vaccine must sign an Informed Refusal Form. At any time after a worker initially declines to receive the vaccine, he or she may opt to take it.

### **Human Immunodeficiency Virus (HIV):**

HIV is the virus, which causes the disease, "Acquired Immune Deficiency Syndrome," or as it is more commonly known, AIDS. AIDS weakens a person's immune system, therefore weakening the body's ability to fight off infections. In the healthcare and laboratory setting, HIV is much less contagious than HBV, but whereas there is a HBV vaccine, HIV is incurable and ultimately leads to death. Once a person becomes infected with HIV, it may be years before AIDS develops.

### **Symptoms:**

Symptoms of AIDS include fatigue, fever, weight loss, pneumonia, nausea, night sweats, rashes, mouth sores, sore throat, and swollen lymph glands.

### **Modes of Transmission:**

HIV and HBV are transmitted through contact with infected human blood and other potentially infectious body fluids, including:

- semen
- vaginal secretions
- cerebrospinal fluid
- synovial fluid
- pleural fluid
- pericardial fluid
- peritoneal fluid
- amniotic fluid
- saliva in dental procedures
- body fluid that is visibly contaminated with blood
- unfixed tissue or organ (other than intact skin from a human, living or dead)
- HIV-containing tissue cultures
- HIV- or HBV-containing culture medium or other solutions
- Blood or other tissues from experimental animals infected with HIV or HBV.

In laboratories and clinical settings, transmission is most likely to occur due to: accidental needle stick, cut from contaminated glass, razor, scalpel, etc., contact with damaged skin (open sores, acne, cuts, abrasions, blisters), or contact with mucous membranes (eyes, nose and mouth). According to the Center for Disease Control, all blood and body fluids must be considered

infectious; therefore, they have set up "**Universal Precautions**" which are recommendations that are enforced by OSHA to protect workers from infection.

### **Protecting yourself from Bloodborne Pathogens:**

When working with human blood or other potentially-infectious material, it is important to take steps to protect yourself. Engineering controls (i.e. biological safety cabinets, safety syringes, centrifuge cups, mechanical pipe fitting devices, etc.), will minimize any risk of infection along with the following precautions:

- Assume that all blood or blood-related products are infectious. Follow "**Universal Precautions.**"
- Wear personal protective equipment (gloves, lab coats, goggles, mask).
- Replace torn or defective personal protective equipment (PPE).
- Remove PPE before leaving the work area.
- Use biological safety cabinets to contain procedures that generate aerosols.
- Handle all materials carefully to minimize potential for splashing and spraying.
- DO NOT mouth pipette - use mechanical devices.
- Clean contaminated areas with a solution of 10% bleach in water.
- Never bend or cut needles or recap them using a two-handed technique.
- NEVER eat, drink, smoke, apply cosmetics or lip balm, or insert/remove contact lenses in the lab.
- Wash hands with soap and water: before gloving, after gloves are removed, after contact with each patient, before leaving the laboratory or medical office, before eating, or after your hands have touched a potentially contaminated surface.
- Dispose of infectious waste properly.

### **Decontamination**

Always keep your work area neat and orderly. Clean and disinfect the medical or laboratory environment with a 10% Clorox solution in water or an equivalent disinfectant. At the end of each work shift, clean all equipment and surfaces that may have been exposed to blood and other infectious agents. Medical or laboratory instruments should be disinfected with approved hospital disinfectants (tuberculocidal at recommended dilutions) or in autoclaves.

### **Spill Clean Up**

- Spills of bodily fluids in your work area are to be cleaned up by individuals who have up to date Bloodborne Pathogen training
- Wear appropriate PPE (gloves, lab coat, etc.), carefully covering the spill with paper towels.
- Gently pour fresh 10% bleach solution or other disinfectant around the edges of the towels.
- Wait 10 minutes to ensure proper contact time.
- Wipe up the spill from the perimeter in, placing contaminated towels in an autoclave bag.
- Wipe down the area again with fresh disinfectant.

### **Sharps**

Needle stick or other puncture injuries often occur when cleaning or disposing of sharp instruments and needles. Sharps containers must be located close to work area where sharps are used. They must be puncture-resistant, leak-proof, labeled, and color-coded. They must NOT be overflowing. The following items must be disposed as sharps: all types of needles, syringes, pasteur pipettes, glass culture dishes, glass blood vials, glass pipettes, scalpel blades, surgical staples, slides, cover slips, lancets, tweezers, and razor blades.

### **Warning Tags, Signs, and Labels**

The biohazard symbol warns of actual or potential presence of biological hazards. It must be displayed on equipment (refrigerators, incubators, etc.), containers (sharps and infectious waste), and rooms that contain, or are contaminated with, hazardous biological agents. Labels must have the biohazard symbol visibly displayed on a fluorescent orange or red background.

## Emergency Procedures

- If an exposure occurs, wash the affected area for 15 minutes with soap and water.
- If a splash occurs to the eyes or mucous membranes, flush the affected area with running water for at least 15 minutes can be improved by prompt action.
- Report any potential exposure and visit Occupational Health immediately!

**I have read and understand the information contained in this Bloodborne Pathogens Awareness Training. By signing the back of this book, I acknowledge that I understand Bloodborne Pathogens Awareness.**

## Initial HazCom Training

### **Hazard Communication Standard**

#### **Hazard Communication Standard Right to Know**

Employees of In2u Inc. have the right to know the properties and potential safety and health hazards of substances to which they may be exposed. Such knowledge is essential to reducing the risk of occupational illness and injury.

#### **Goals of Right to Know:**

- To help you reduce the risks involved in working with hazardous materials
- To transmit vital information to employees about real and potential hazards of substances in the work place
- To reduce the incidence and cost of illness and injury resulting from hazardous substances
- To promote public employer's need and right to know
- To encourage a reduction in the volume and toxicity of hazardous substances

## Hazardous Substance

A hazardous substance is any substance that is a physical hazard or a health hazard.

(a) “**Health Hazard**” means any chemical or biological substance or agent that is listed in the U.S. Occupational Safety and Health Administration's list of Toxic and Hazardous Substances, 29 CFR Part 1910, Subpart “Z,” and any other substance including, but not limited to, chemicals that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hematopoietic system, and agents that damage the lungs, skin, eyes or mucous membranes, and any substance for which a Material Safety Data Sheet has been provided by the manufacturer as a hazardous material, or such substances deemed by the Commissioner, based on documented scientific evidence, that poses a threat to the health of an employee.

(b) “**Physical Hazard**” means a chemical that is a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive, and is contained in the U.S. Occupational Safety and Health Administration's list of Hazardous Materials, 29 CFR Part 1910, Subpart “H,” and any substance for which a Material Safety Data Sheet has been provided by the manufacturer as a hazardous material, or such substances deemed by the Commissioner, based on documented scientific evidence that poses a threat to the safety of an employee.

### **Identifying Hazardous Substances**

Every container of hazardous substance must bear a label showing the chemical name and the Chemical Abstract Service number (CAS #) or the manufacturer's label. In addition, many containers will have pictorial labels suggesting the protective measures required in handling the substance.

Other labels and placards will utilize a numbering system of 0-4 to determine the seriousness or the hazard of the substance in the three categories of Health, Flammability, and Reactivity. In all cases, a 0 means the least threat while a rating of 4 means the greatest danger.

## How to Determine Which Substances Are in Your Place

The client you are assigned to will provide site-specific training on the Chemical Information List (CIL). In addition, train and explain the extent of the hazard of each substance on the CIL, and protective measures required in using the chemical, locate the Material Safety Data Sheet (MSDS) for each substance. The MSDS will provide an in-depth analysis of the substance along with all precautions necessary to handle the substance safely.

## **Chemical Information List/Material Safety Data Sheets**

Chemical Information List (CIL) is the list of all hazardous substances in a specific location. Every substance on the CIL will have a Material Safety Data Sheet (MSDS) on file at your assigned work location.

## **Emergency Procedures**

Report all spills and avoid contact with substances unless you have the proper protective equipment.

If you are exposed to a substance that requires you to have protective equipment—when you do not have the required protective equipment—seek medical attention and file a written report of the exposure with your supervisor. The record of the exposure will be kept permanently and will be available to you.

Chemical Information Lists (CIL) and Material Safety Data Sheets (MSDS) are the key sources to determine which substances are in the work place and how to avoid exposure to hazardous substances. CIL's and MSDS's are available at the client facility to which you are assigned.

## **Emergency 911**

**To report emergencies, Contact your supervisor or Dial 911.**

**This number will provide access to fire, police, ambulance, or emergency services.**

**I have read and understand the information contained in this Hazard Communication Standard Training. By signing the back of this book, I acknowledge that I understand Initial HazCom Training.**

## **Proper Lifting and Carrying**

### **Lifting & Carrying Do's**

- Do use approved lifting techniques: face the load, make sure your feet are on level firm ground, bend your knees, grasp the load securely, and raise the load keeping your back as straight as possible.
- Do use the leg muscles to lift the load, never the back.
- Do warm up stretches before lifting, especially after any period of inactivity. Many back injuries can be prevented this way.

### **Lifting & Carrying Do Not's**

- Do not lift while your body is twisted, especially the lower back.
- Do not block your vision with the load, especially while moving.
- Do not lift more than 40 pounds unassisted.

## **Machinery and Equipment**

- **Always** notify your In2u 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 bypass 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.

## **Mobile Powered Equipment**

- Do not operate any forklift devices, pallet jacks, tractors, construction equipment, or mobile powered machinery unless you have the approval of your In2u Inc. Personnel Coordinator.
- Do notify your In2u office immediately if you are directed by the client to operate any forklift or other mobile powered machinery without the prior approval of your In2u Inc. Personnel Coordinator.
- You must pass the client's equipment operator certification testing program before approval will be given by a In2u Personnel Coordinator to operate any mobile powered equipment.

## **Tools**

- Always use the correct tool for the task.
- Always make sure there are no signs of physical damage to hand held electrical equipment. Always check to see that the cord is not damaged and the plug has no exposed wiring or missing prongs.
- Always wear safety glasses or goggles when using any pressurized air system.
- Never use damaged tools.
- Never attempt to use any tools that you are unfamiliar with until you have received instruction and authorization.

## **Hazardous Substances**

Hazardous substances come in many forms. They can be flammable gases or liquids, caustics, pressurized gases, fuels, fumes, etc. Your on-site client supervisor will provide information to you about any hazardous substances in your work area. All of this information will be contained in the customer's Hazard Communication Program. If you are not provided this information before you start work notify your In2u Inc. office immediately.

### **The Hazard Communication Program will address:**

- How to detect the presence or release of chemicals.
  - Health and physical hazards associated with the chemicals.
  - Methods to protect yourself from exposure.
  - How to use the customer's container labeling program as well as the Material Safety Data Sheets (MSDS) for hazardous substances.
- \* Remember that you have the right to read the MSDS for the materials in your area. This information sheet will provide physical property information as well as precautionary health and safe handling information.

## **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 In2u 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 In2u office immediately.

- o In2u Inc. employees are never permitted to work in or near any trench, ditch, or other excavation that is more than 4 feet deep.
- o Employees are never permitted to work on a roof or scaffold. You must have the approval of your In2u Personnel Coordinator before you use any type of ladder.
- o Employees are not allowed 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.

- 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 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 extinguisher, and how to report fires or accidents or other emergencies.

## **Questions/Comments/Concerns**

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

## **RECEIPT OF EMPLOYEE HANDBOOK EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the Company's Temporary Employee Handbook, which contains important information on the Company's policies, procedures, safety, and training. I understand and agree that the policies described in the handbook are intended as a guide only and do not constitute a contract of employment. I specifically understand and agree that the employment relationship between the Company and me is at-will and can be terminated by the Company or me at any time, with or without cause or notice.

Furthermore, the Company has the right to modify or alter my position, or impose any form of discipline it deems appropriate at any time. Nothing in this handbook is intended to modify the Company's policy of at-will employment. The at-will employment relationship may not be modified except by a specific written agreement signed by me and the Company's Chief Executive Officer.

This is the entire agreement between the Company and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. I understand that the Company reserves the right to make changes to its policies, procedures and benefits at any time at its discretion. I further understand that the Company reserves the right to interpret its policies or to vary its procedures, as it deems necessary or appropriate.

You must read and understand all the components of this handbook. Before signing, if there are any areas, you do not understand; please have the Company's local branch office staff explain them to you. By signing this handbook, I acknowledge that I have read this handbook and that it has been explained to me. Any safety and training materials in this handbook have also been reviewed with me.

\_\_\_\_\_  
**Employee Print Name**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**In2u Inc. Representative**