



Health and Safety Program Policy

Purpose

Madison Approach Staffing Inc. has a long-standing philosophy of taking pride in its practices to ensure the safety, health and well-being of all its employees. This program serves to outline the company's commitment to this philosophy and to provide guidance to all employees on the standards the company expects its employees to adhere to.

Fires and Other Emergencies

The client facilities where employees are assigned have emergency procedures and evacuation plans to follow in the event of fire or other disaster. Client plan(s) is/are prominently posted in common areas and bulletin boards and/or will be explained to you by your supervisor on site. It is your responsibility upon arrival at a new assignment to make yourself familiar with the emergency procedures and ask your site supervisor if you have any questions. Exits, fire extinguishers and first aid kits are located as required at client facilities. All employees are expected to familiarize themselves with the location of such equipment and client policies.

On-the-Job Injuries and Illnesses

Any job-related injury or illness, regardless of severity, must be reported immediately to an employee's on-site supervisor at the client location for prompt and trained evaluation and medical attention as necessary. The employee's on-site supervisor will complete an initial incident report and forward it to Madison Approach Staffing Inc. Be sure to ask for a copy of the incident report from your on-site supervisor and retain it for your records. If the site supervisor does not have an incident report, one can be found on our website on our Resources page.



General Safety Rules

Madison Approach Staffing Inc employees perform a wide range of functions in various locations. Although some safety rules apply only to specific positions, all employees are expected to comply with the rules in this procedure:

- Use common sense in performing duties.
- Report any work injury or illness to a site supervisor.
- Report unsafe conditions to a site supervisor
- Do not use any heavy equipment or vehicles
- Keep the work area neat and tidy.
- Do not use tops of cabinets or bookcases for extra storage or displays.
- Be sure that aisles or exits are kept clear; do not let cords interfere with walkways.
- Keep paper clips, tacks, pins and other objects off the floors.
- Properly store all sharp objects when not in use.
- Open and close doors cautiously, and use extra caution at blind hallway intersections.
- Open only one file cabinet drawer at a time to avoid tipping over the cabinet. Cabinets should also be loaded from bottom to top and emptied in the reverse order.
- Report or clean up all spills immediately.
- Use stepstools, platforms or ladders for climbing. Never use chairs.
- Report or replace frayed electrical cords.

Emergency Evacuation Plans and Re-Entry

In any emergency, employees should follow alarms or other alerts to evacuate the building or area near the premises. Employees should always follow the basic evacuation procedures and remember that personal safety is paramount and takes precedence. Employees should do the following:

- Check the work area for anything needing to be secured, and store it quickly.
- Secure locks on all secured containers and cabinets.
- Leave the work area, and report to the designated assembly area.

The director of facilities on site will coordinate with fire, police or other emergency preparedness personnel to determine when the building may be re-entered.



Improper Health and Safety Practices

All employees are expected to abide by safe work practices established by assigned client and adhere to general safety rules to ensure their safety as well as the safety of co-workers.

Infractions of company and/or client health and safety practices will be dealt with in accordance with the company's policies on discipline and will be based on the following factors:

- Severity of the infraction.
- Whether the infraction endangered only the employee or also co-workers.
- Whether the infraction was a first or repeat violation.