



BeSafe

Standard of Safety

Safety Training Manual

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Welcome to PeopleReady

Thank You for Joining the PeopleReady Team

Every day, thousands of PeopleReady associates get dispatched to jobs in a wide range of industries. Businesses of all sizes throughout the United States use PeopleReady when they need a dependable source of labor. We are very excited to match your experience, background and willingness to work with our customers' various needs.

At PeopleReady, we believe preventing injuries and property damage is vital for the well-being of our associates and our company. No job is so important, and no service is so urgent, that we cannot take the time to perform the work safely. PeopleReady has adopted an Injury and Illness Prevention Program (IIPP) and this associate training manual to ensure a safe and healthy workplace for you. In addition, for your safety, PeopleReady consistently uses the Right Match Dispatch philosophy. We do not send out associates on a first-come, first-served basis. Rather, we match associates' past work experiences with the specific needs of our customers. This not only benefits our customers by helping provide the services they require, but more importantly, this also helps ensure that you are not placed in conditions where you lack experience and, as a result, could be injured.

It is essential that we comply with all applicable state and federal safety and health regulations as well as our customers' safety procedures. If you ever feel unprepared for the job you are asked to do, do not believe the job is safe and are unable to correct the situation with the customer, are asked to do a job that is significantly different from what you were dispatched to do, or are moved to a location not known by your PeopleReady branch, we require that you contact your PeopleReady branch immediately. This allows your branch to correct the situation in order to prevent your injury.

Finally, PeopleReady believes in the following values and encourages you to adopt them to ensure your success:

- Be optimistic: We believe there is a solution to every problem. We are innovative, discovering new ways to get results.
- Be passionate: We are committed to doing good, and will go above and beyond.
- Be accountable: We empower our people to take personal responsibility and have an impact.
- Be respectful: We listen and learn from each other, and embrace our diverse views and experiences.
- Be true: We are true to who we are and what our customers need.

Thank you again for joining the PeopleReady team.

PeopleReady Policies

Injury and Illness Prevention Program (IIPP)

PeopleReady has an Injury and Illness Prevention Program that outlines the following information and is available upon request.

- Introduction and Scope: General summary of PeopleReady Safety Program and objectives.
- Responsibility: Roles and accountabilities of branch staff, associates and customers with regard to the IIPP.
- Compliance: Disciplinary actions to be taken in response to non-adherence to the safety program policies and procedures.
- Communication: Methods of communication, such as this manual, dispatch, payout and job site training.
- Hazard Assessment: Includes hazard recognition/reporting and job site evaluation procedures.
- Injury/Exposure Investigation: Protocol for reporting and investigating all incidents or injuries, near misses and serious injuries.
- Hazard Correction: Procedures for working with the customer to develop corrective actions/items/plans and responsibilities of the branch for completion of action items.
- Training and Instruction: Conducting and documenting safety training.
- Record Keeping: Outlines which records are retained and the length of time they are kept.

Forgery

If you forge or alter a work ticket in any way, you will be terminated from all PeopleReady locations and the company may decide to prosecute you.

Drug or Alcohol Use

Having possession of or being under the influence of illicit drugs or alcohol while on PeopleReady property or any jobsite is grounds for immediate termination unless the drugs have been prescribed to you by a medical doctor. No one will knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, or other causes that might unnecessarily expose the individual or others to injury. PeopleReady does not provide work site supervision. You will be under the sole direction and control of the customer. Please notify PeopleReady if you feel you are being asked to do anything unsafe.

Questions to Ask Before You Are Dispatched

You should be provided this information by the dispatcher and it is your responsibility to know this information.

- What are the job duties?
- What are the jobsite hazards?
- What PPE will I need?
- Will I need any special training?
- How do I get there?
- Who is the supervisor I ask for?

Worksite Safety

Supervision

PeopleReady associates are to be supervised while working. This does not mean that supervisors need to stand over you at all times, but they do need to be present to provide direction, control, and assistance to carry out your job duties should an emergency arise. PeopleReady requires from its customers that each work site be supervised by a competent person. This is someone who:

- Has knowledge and experience in the job.
- Has knowledge of work site hazards.
- Has knowledge of safety regulations related to the jobsite.
- Has authority to correct hazards or stop the work process.

Ensure Your Workplace Is Safe

- Take responsibility for your own safety as well as the safety of your co-workers.
- Ask your site supervisor or PeopleReady representative any questions you may have about safe work practices.
- Make sure you have been trained by PeopleReady or the client on the job task.
- Use proper PPE when required.
- Follow company policies and procedures.
- Listen to your job training and instructions and ask questions.
- Don't take chances.
- Observe all signs, labels, and warnings.
- Report any unsafe acts or conditions to your supervisor immediately, and notify your branch at the end of your shift. This includes any "near miss" injuries.
- Report all work-related injuries immediately to your site supervisor and PeopleReady.
- Remember if you are ever unsure about anything, contact your supervisor or your PeopleReady representative immediately.
- We are counting on you to do your part! Safety is your responsibility.

If You Are Injured On the Job

- Notify the site supervisor and PeopleReady immediately! It is your responsibility to contact PeopleReady as soon as possible.
- If you need medical attention, we will assist you with medical service.
- You will be provided a toll free number and the opportunity to speak with a registered nurse via Nurseline for all non life threatening injuries.
- You will be required to submit to a drug and alcohol test in states where applicable.
- Report any injury to your branch at the end of the shift.
- We investigate injuries that result in employees requiring medical treatment as outlined in our IIPP, with the intent to prevent similar injuries in the future.
- We will offer you light duties if you are unable to return to your regular duties after a workplace injury.
- We provide workers' compensation benefits to our employees. However, if you attempt to purposely file a fraudulent workers' compensation claim, you will be reported to appropriate authorities.

Emergency Response and First Aid

Emergency Response

- Know where the emergency telephone numbers are listed at the work site.
- Know the location of and how to use the phones in case of emergency.
- Know the location of first aid supplies.
- Know the location of firefighting equipment.
- Become familiar with the work site's evacuation plan and the types of emergencies that may occur at the site.

First Aid

It is advisable for everyone to have basic first aid knowledge. If you would like to take a first aid course, ask your branch staff to steer you toward local first aid training providers. When you first arrive to any job assignment, ask where the first aid station is and who on site is certified in first aid. If you or a co-worker suffers a minor injury, you should have some idea of what to do. In all cases of injury, notify your on-site supervisor AND your branch immediately.

Fire Safety

- Always dispose of combustible materials properly.
- Use covered metal containers to dispose of oily rags.
- Do not use gasoline as a cleaning fluid.
- Smoke only in designated areas.
- Know the location of fire extinguishers.
- Be aware of the emergency procedures and fire-evacuation routes at your work site.

How to Operate a Fire Extinguisher

- P: Pull the pin.
- A: Aim the nozzle.
- S: Squeeze the handle.
- S: Sweep extinguishing agent at the base of the fire.

Be Attentive: Top Four Safety Concerns

1. Impacts and Falling Objects

- Do not leave tools or other items on window ledges, shelves, cranes, or working platforms.
- Be prepared; be attentive! Watch where you are going.
- Never stand in front of a windowless, swinging door.
- Never position yourself between moving and fixed objects.

2. Overexertion

- Occurs more easily if you're older, in poor shape, or overweight.
- Can happen in a hot environment or anywhere you are lifting, bending, twisting, pulling, or pushing heavy loads for extended periods of time.
- To avoid overexertion, stay hydrated and drink plenty of water. Do not push yourself beyond your abilities.

3. Falling From a Ladder

- Avoid overreaching.
- Always face the stepladder's treads.
- Fully open the ladder and lock its locking device.
- Never use a ladder folded up or leaning against a surface, such as a wall.
- Always maintain at least three (3) points of contact when climbing up or down a ladder.
- Never carry heavy or bulky objects up or down a ladder.

4. Slips, Trips, and Falls

- Injuries often happen due to poor housekeeping.
- Be aware of your surroundings.
- Be alert for wall and floor openings, such as window frames and skylights.
- Do not remove plywood that is used to cover a floor opening.
- Stay away from roof and platform edges.
- Be alert for slippery surfaces, such as spills, snow, or ice.
- Walkways and material-handling aisles and paths must be free of obstructions.
- Maintain two points of contact when using stairways, and don't skip steps.

Personal Protective Equipment and Proper Dress

Personal Protective Equipment (PPE)

- The use of PPE is one of the best ways to protect your health and safety.
- OSHA, the customer, and/or PeopleReady require the proper use of PPE under many work conditions.
- Always dress according to your job and weather and wear the PPE that is provided to you by PeopleReady or the customer.
- If you do not know how to use the PPE, ask the site supervisor for training.
- Examine the equipment before you use it. Worn or damaged equipment should not be used. Request replacement PPE for worn or damaged items.

Dress Properly

- Don't wear baggy clothing or loose shirts that may get caught in machinery. At a minimum, clothing requirements at jobsites include:
 - Short-sleeved shirt
 - Long pants
 - Close-toed footwear made of leather or equally firm material, slip resistant, and, in many cases, must be safety-toed.
- High-visibility vests are required at many construction sites and always when work is performed near moving vehicles.
- Tie back long hair.
- Remove jewelry, including rings, necklaces, or dangling earrings.

Hard Hats

- Hard hats can protect your head from serious injuries, such as those caused by falling objects.
- Check the suspension liner in the hard hat. If it is damaged, get another hard hat.
- If there are cracks or obvious signs of impact, get another hard hat.
- Hardhats must be worn brim forward to protect your forehead. Only approved accessories can be worn under the hardhat.

Boots

- Safety-toed boots can protect against injuries caused by objects falling onto or rolling over your feet.
- Safety-toed boots are required on many jobsites. You should consider having a pair of safety-toed boots of your own.
- PeopleReady provides rubber boots with safety-toes for working.

Gloves

- Different types of jobs require different types of hand protection.
- Rubber or plastic gloves are used for chemical handling.
- Leather gloves are used when physical hazards are present (sharp objects, abrasive surfaces, etc.).
- Rubber-dipped gloves are used when gripping is required.
- Kevlar gloves are required when handling sharp objects or tools.
- If you are unsure of the type of gloves you need to use, ask your supervisor or PeopleReady.

Eye Protection

- Street glasses are not safety glasses and will not provide the impact protection you expect.
- If your safety glasses are equipped with side shields, don't remove the shields.
- Wear the safety glasses at all times while you are on the job.
- Do not wear safety glasses over your prescription glasses unless they are designed as "over-the-glasses" style of safety glasses.

Personal Protective Equipment and Proper Dress (Cont'd)

Hearing Protection

- Hearing protection can protect your hearing from excessive noise and vibration.
- Earplugs must be inserted into the ear canal to work properly.
- Rubber plugs should be twisted into the ear until a good seal is obtained.
- Foam plugs can be rolled and compressed between the fingers and then inserted into the ear.
- It is important to keep your hands as clean as possible when handling the earplugs. Dirty plugs can cause ear infections.
- Sometimes earmuff-style hearing protection may need to be worn along with plugs depending on the level of noise or if your ear canals cannot accept earplugs.

Respirators and Dust Masks

- Dust masks are designed to protect you from nuisance dust and are not to be confused with more protective respirators.
- To put the mask on:
 - Place over your mouth and nose with the metal band over the bridge of the nose.
 - Hold it in place with one hand and use the other hand to place the elastic bands over your head.
 - Mold the metal band to the shape of your nose so there are no leaks where it touches your face.
- If the mask becomes clogged and breathing becomes difficult, replace the mask.
- If breathing is difficult with a clean mask, contact your supervisor.
- Do not use respirators.

Special PPE

The customer will provide special PPE and train you in its use before you start the job. If this training is not given, contact PeopleReady immediately. Special PPE may include:

- Fitted or supplied air respirators (you must take special tests and receive training to use these types of respirators)
- Fall harnesses
- Chemical suits and gloves
- Face shields
- Welding goggles

Fall Protection

Fall Protection

- Scaffold platforms must be stable, and guardrails and toeboards must be provided and fully planked. Do not work on scaffolds unless told to do so by PeopleReady.
- Rooftop work requires special training and fall protection. Do not work on roofs unless dispatched to do so by PeopleReady.
- Use extra caution when handling materials in elevated areas.
- Report all unprotected fall hazards to your on-site supervisor and PeopleReady.

If you are dispatched by PeopleReady to work in an area where a fall hazard exists, you will be provided the proper fall-protection measures and PPE. If you do not receive this, contact your PeopleReady branch immediately. Fall protection may include:

- Guardrails and toeboards where there is a potential to fall four feet or more to a lower level from a walking/working surface
- Fall harnesses and lanyards
- Safety nets

Serious injury can occur if proper safety procedures are not followed while working above ground level. Some jobs that may pose a falling hazard include:

- Roofing
- Brick laying or masonry from scaffolds
- Building homes and apartments
- Warehouse work from elevated platforms

Never work on unprotected surfaces more than six feet above ground at construction sites, unless:

- You were dispatched to do so by PeopleReady
- You've received site specific training and fall protection equipment (harness and lanyard) from the customer or PeopleReady.

Ladder Safety

- Inspect the ladder before you use it.
 - Check for cracks, splinters, or other damage.
 - Steps/rungs on the ladder should be clean and free of oil and grease.
 - Stepladders must have working locking devices.
- Make sure the ladder has the proper safety feet, spikes for soil, and rubber pads for concrete floors.
- Don't set up in front of doors or areas where pedestrian traffic may cause the ladder to tip over.
- If a ladder cannot be braced, or before it is braced, use a spotter to help ensure the steadiness of the ladder.
- Climb slowly, one step at a time, keeping your center of gravity directly over the ladder rungs.
- Never stand higher than the second step from the top on a stepladder.
- Don't climb past the third rung from the top of a straight or extension ladder.
- Never reach or extend your body from the ladder. This may cause it to tip over.
- Always maintain at least three points of contact when climbing up or down the ladder.
- Use the four-to-one rule: The base of the ladder should be one foot from the wall for every four feet of length.
- A straight ladder should extend three feet/rungs above the support point to provide handholds when getting on or off.
- Tie the ladder down as close to the support point as possible.
- When transporting a ladder, watch for electrical lines or other low-hanging hazards that could cause serious injury.

Trenching and Excavation

Trenching and Excavation

- Working in trenches or excavation sites requires special and site-specific training. Ensure you are properly trained for the job you are doing.
- Never work in a trench unless you've been trained and dispatched to do so.
- Know the difference between an excavation and a trench. An excavation is typically wider than it is deep, and a trench is typically deeper than it is wide.
- Trenches need to have sloped walls or be properly shored or braced. Use of a trench box is also common.
- Power lines, water pipes, and various other cables may be buried where you are digging.
- Exits from a trench must be no more than 25 feet apart.
- Overhead power lines may pose a hazard to large trenching machines.
- You must have a good way to enter and exit the trench, such as the use of a ladder.
- Loose dirt must be stacked at least two feet back from the edge of the trench so it will not fall back into the trench.
- Water accumulated in the trench can cause the walls of the trench to collapse.
- Always check your work area and report any hazards to the on-site supervisor and PeopleReady. Report again to your branch at the end of your shift!
- Never work in a trench:
 - Greater than four feet deep without contacting your PeopleReady branch.
 - Where soil is falling into the trench.
 - Where water is accumulating at the bottom of the trench.
 - If you have not been trained to work in the trench and were not dispatched by PeopleReady to do trench work. (Contact PeopleReady immediately.)

Jobsite Equipment Safety

Electrical Safety

- You may be required to use some type of electrical equipment at the customer's location.
- Always check electrical cords and cables for damage
 - Do not use damaged equipment.
- Do not remove or cut off the grounding pin on any electrical tool or cord. If the grounding pin is missing, don't use the tool or cord.
- Never use metal ladders in areas where they may come in contact with electrical circuits.
- Watch for overhead and buried power lines around construction sites.
- Immediately report any electrical hazard you see to your on-site supervisor and PeopleReady.
- When working in wet or damp conditions, ensure the electrical equipment you are working with is either double-insulated or is plugged into a Ground Fault Circuit Interrupter (GFCI, the type of outlet with the TEST/RESET buttons) to prevent electrocution.

Safety Around Machines and Equipment

- You must never operate any machinery unless dispatched by PeopleReady to do so.
- You must receive specific training for the job by the customer before operating the machinery.
- When working near moving machinery:
 - Never wear loose or torn clothing, neckties, apron strings, etc.
 - Avoid wearing jewelry, gloves, or long sleeves.
 - Long hair should be tied back in a hairnet or cap.
 - Always observe warning signs and labels on machines and equipment.

Flash Burn Prevention

If you work around jobs where welding is done, you may be exposed to the hazard called flash burn, the equivalent to sunburn in your eyes, which is very painful.

- Always wear protective goggles if welding or working with a welder.
- Never look directly at the arc if someone is welding.

Safety Around Hot Materials

- Be cautious when working around equipment or materials that may be hot. Examples are:
 - Furnaces and other material heating equipment.
 - Materials, mainly metals, that have been heated or have had a grinder used on them.

How to Lift Safely

How to Lift Safely

- Look over your path of travel to make sure it is clear.
- Approach the load and size it up (weight, size, and shape). Test the load first by lifting one corner. Consider your physical ability to handle the load. If in doubt, get assistance.
- Use hand and foot protection.
- Place your feet close to the object to be lifted. Adopt a balanced position; one foot beside the load pointing in the direction of travel, the other behind the load.
- Bend your knees to the degree that is comfortable and get a good handhold. Keep your back in a natural position. Tighten stomach muscles. Lift the load, keeping it close to the body.
- Lift the load using the leg muscles, and allow the load to rest in fully extended arms.
- With the load comfortably supported by the hands and arms, move in the direction of travel, without twisting your back.
- Setting the load down is just as important as picking it up. Using leg muscles, lower the load by bending your knees. When the load is securely positioned, release your grip.

Watch Your Body Movement While Working

- Proper lifting techniques and using good body mechanics will help avoid injuries.
- Avoid straining and excessive reaching.
- Don't get into a position where you have to strain to reach the materials you work with.
- Don't twist at the waist.
- Change your routine to prevent soreness and fatigue.
- Talk to your supervisor about ways to improve your work area.
- Always communicate with your co-workers about what you will be doing.
- Be alert to movement of other people and equipment.
- Avoid places where you can be trapped or "pinched" between pieces of equipment or the load you are carrying.
- Get help for heavy or awkward loads.

Sprains and Strains

To avoid sprains and strains, warm up well before any physical activity (shoveling, lifting, etc.). Stretch gently, beginning with slow movements. Sprains are very painful and turn black and blue quickly. Strains are less serious.

Quick Fact: Follow the proper lifting procedures even if the load is light. More than 90% of all back injuries are the result of lifting light items.

How to Lift Safely (Cont'd)

Lifting Sheet Material

When you handle large sheet materials, such as plywood, the right technique is important. It helps when the sheets are stacked at a convenient height or stored off the ground on blocking or trestles.

Lifting Sheets Off A Pile

- Grasp sheet on the long side at the midpoint.
- Tip sheet up; then slide sheet partway off the pile.
- Bend at the knees, maintaining the normal curve in your lower back. Grasp the sheet above and below the midpoint.
- Carry the sheet keeping your back erect. Avoid leaning to one side.

Lifting Sheets Off The Floor

- Bend your knees, keeping your back as upright as possible.
- Tip sheet up, then slide sheet partway off the pile.
- Tip the sheet up to a horizontal position.
- Lift the sheet slightly and put your toe under the midpoint.
- Bend at the knees, keeping your back upright. Slip free hand under the sheet.
- Stand and lift, maintaining the normal curve in your lower back.

Dollies and Carts

- To carry sheet material a distance, use a carry handle. If the walking surface is level and hard, use a drywall cart.
- Whenever possible, use dollies or carts to handle heavy objects.
- Inspect the dolly or cart prior to use. Make sure that the wheels work properly and the handle is secure.
- Do not overload by making the load too heavy or stacking objects so high you cannot see over them.
- Plan ahead and make sure you have a clear pathway.
- Watch for pinch points, and push the load rather than pull it.

Forklifts and Cranes

- Some locations that you will be dispatched to will be using large equipment, such as cranes, excavators, or forklifts to handle or move material.
- NEVER operate any equipment unless you have been formally trained and you were dispatched for that job by PeopleReady.
- When working around this type of equipment, always let your co-workers know what you are doing and where you are.
- Always assume the operator does not see you. Keep clear and give the vehicle right-of-way until you make eye contact and the operator signals you to cross the path.
- Always be aware of the path of heavy equipment and stay well out of its way.
- Keep a lookout for overhead cranes and their loads.

Staying Safe in the Heat

Heat-Related Illnesses

- Heat creates a serious potential hazard on jobsites.
- Almost everyone underestimates how much fluid they should drink. You should drink eight (8) ounces (about one cup) every 15 to 20 minutes. Drink small amounts frequently.
- Dehydration (loss of fluids) is the most preventable reason for early fatigue and injury during physical work.
- Be alert when working in hot weather or in areas with heat, flame, hot material, or hot surfaces.
- Heat makes your palms sweaty and slippery, makes you dizzy, and fogs your glasses - causing its own set of problems.
- Prevent burns by wearing PPE and following safety procedures when working with hot surfaces.

Heat and Humidity Add Up to Danger

- Sweating (perspiration) is what cools your body when you get hot. If you're not sweating, you may be on the verge of heat stroke.
- The apparent temperature chart (page 19) shows you how your body feels when heat and humidity are combined.
- High humidity makes heat more dangerous because your body can't cool itself as rapidly by sweating.

Factors That Can Increase the Risk of Heat-Related Illnesses

- Air temperature and humidity
- Clothing
- Age, sex, and weight
- Physical fitness and nutrition
- Alcohol and/or drug use
- Pre-existing diseases, such as diabetes

Quick Fact: Drink small amounts frequently (eight ounces every 15 to 20 minutes) of cool (not cold) water and sport drinks, as they can help replace electrolytes.

Staying Safe in the Heat (Cont'd)

Preventing Heat-Related Illnesses

- **Educate yourself:** Read this information and ask questions if you don't understand.
- **Rehydrate:** Drink lots of liquid: Drink small amounts frequently (eight ounces every 15 to 20 minutes) of cool (not cold) water and sports drinks (such as Gatorade), as they can help replace electrolytes. Some states require associates to have two gallons of water available to them per eight-hour shift.
- **Diet:** Watch what you eat and drink. Alcohol, medications, and caffeine (coffee, tea, and soft drinks) cause higher fluid loss through urination and dehydrate you.
- **Don't use salt tablets:** Replace salt by salting your food. Too much salt can raise blood pressure, seriously affecting associates with heart disease and causing stomach ulcers.
- **Clothing and sunscreen:** Keep clothing loose, dress in layers (insulates you and allows you to take clothes off as you warm up), protect your head from the sun, and protect your skin by using sunscreen. Remove personal protective equipment during breaks to allow your body to cool.
- **Acclimate:** Allow your body to gradually adapt to the heat. Your body will adapt to working in heat within four to fourteen days of regular work for at least two hours per day in the heat.
- **Limit exposure time and/or temperature:** Take rest breaks in cooler, shaded areas.
- **Air movement:** Where available, increase air movement with fans or coolers.
- **Be alert:** Be aware of signs of heat related illness in your co-workers. Notify your jobsite supervisor immediately if you notice someone in distress.

If you don't follow the safety recommendations in this training, here is what can happen to you:

- Sunburn
- Heat rash
- Heat cramps
- Heat exhaustion
- Heat stroke

These conditions can occur in combination and vary in severity. Heat exhaustion can rapidly become heat stroke. Heat stroke is the most severe, as it can have fatal results. (Professional athletes and associates have died from it.)

Staying Safe in the Heat (Cont'd)

Illnesses and Symptoms

First Aid Actions and Treatments

Sunburn

- Skin redness and pain

- Apply ointment in mild cases if blisters appear.
- If blisters break, apply dry, sterile dressing.
- See a physician if sunburn is serious.

Heat Rash/Prickly Heat

- Redness and irritation of the skin

- Rest in a cool, dry place to allow the skin to dry.
- Wear clothing that allows sweat to evaporate

Heat Cramps

- Muscle spasms in legs or abdomen

- Move person to a cooler location.
- Give cool water with electrolytes to drink.
- Gently stretch or massage muscles for cramps.

Heat Exhaustion

- Headaches
- Clumsiness
- Dizziness/lightheadedness/fainting
- Heavy sweating, clammy and moist skin
- Weakness/exhaustion
- Irritability/confusion
- Nausea/vomiting
- Paleness

- Move to cooler place; do not leave alone.
- Loosen and remove heavy clothing that restricts.
- Fan person, spray with cool water, or apply wet cloth to skin
- Call 911 if not feeling better within a few minutes.

Heat Stroke

- Body temperature of 106 F or higher
- Sweating may or may not be present
- Red or flushed; hot, dry skin
- Bizarre behavior
- Mental confusion
- Losing consciousness
- Panting/rapid breathing
- Rapid, weak pulse
- Seizures or fits

- Call 911 **IMMEDIATELY**. Heat stroke can be fatal.
- Move person to cooler place; do not leave alone.
- Cool associate rapidly.
- Do not give water.
- Loosen and remove heavy clothing that restricts evaporative cooling.
- Fan person, spray with cool water or apply wet cloth to skin to increase evaporative cooling.

Apparent Temperature Heat Index

°F (°C)	RELATIVE HUMIDITY (%)												
	40	45	50	55	60	65	70	75	80	85	90	95	100
110 (47)	136 (58)												
108 (43)	130 (54)	137 (58)											
106 (41)	124 (51)	130 (54)	137 (58)										
104 (40)	119 (48)	124 (51)	131 (55)	137 (58)									
102 (39)	114 (46)	119 (48)	124 (51)	130 (54)	137 (58)								
100 (38)	109 (43)	114 (46)	118 (48)	124 (51)	129 (54)	136 (58)							
98 (37)	105 (41)	109 (43)	113 (45)	117 (47)	123 (51)	128 (53)	134 (57)						
96 (36)	101 (38)	104 (40)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	132 (56)					
94 (34)	97 (36)	100 (38)	103 (39)	106 (41)	110 (43)	114 (46)	119 (48)	124 (51)	129 (54)	135 (57)			
92 (33)	94 (34)	96 (36)	99 (37)	101 (38)	105 (41)	108 (42)	112 (44)	116 (47)	121 (49)	126 (52)	131 (55)		
90 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	103 (39)	106 (41)	109 (43)	113 (45)	117 (47)	122 (50)	127 (53)	132 (56)
88 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	103 (39)	106 (41)	110 (43)	113 (45)	117 (47)	121 (49)
86 (30)	85 (29)	87 (31)	88 (31)	89 (32)	91 (33)	93 (34)	95 (35)	97 (36)	100 (38)	102 (39)	105 (41)	108 (42)	112 (44)
84 (29)	83 (28)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	92 (33)	94 (34)	96 (36)	98 (37)	100 (38)	103 (39)
82 (28)	81 (27)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	88 (31)	89 (32)	90 (32)	91 (33)	93 (34)	95 (35)
80 (27)	80 (27)	80 (27)	81 (27)	81 (27)	82 (27)	82 (28)	83 (28)	84 (29)	84 (29)	85 (29)	86 (30)	86 (30)	87 (31)

Category	Heat Index	Possible heat disorders for people in high risk groups.
Extreme Danger	130° F or higher (54° C or higher)	Heat stroke or sunstroke likely.
Danger	105-129° F (41-54° C)	Sunstroke, muscle cramps, and/or heat exhaustion likely. Heat stroke possible with prolonged exposure and/or physical activity.
Extreme Caution	90-105° F (32-41° C)	Sunstroke, muscle cramps, and/or heat exhaustion likely. Heat stroke possible with prolonged exposure and/or physical activity.
Caution	80-90° F (27-32° C)	Fatigue possible with prolonged exposure and/or physical activity.

Confined Spaces

A Confined Space is an Area That

- Is large enough for a person to enter.
- Has a limited means of entry or exit.
- Is not designed for people to work in constantly.

A Confined Space May Include One or More of the Following Hazards

- Contains or has the potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an entrant.
- Has an internal configuration that might cause an entrant to be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross section.
- Contains any other recognized serious safety or health hazard.
- Never perform work in a confined space unless you have been dispatched to do so by PeopleReady.
- Make sure that you ask for and have received the specific training pertaining to the job that you are working on, as well as the proper PPE and adequate training from the customer in its use, before you start to work.
- Know what to do in case of emergency.
- Know the communication process associated with the job. Some jobs require the use of signals rather than verbal communication.
- All confined-space work requires an attendant to remain outside the space to monitor those inside. In an emergency, the attendant is to call for help only and not enter the space.
- Being an entrant in a confined space or an attendant requires specific training prior to being assigned either job.
- Contact PeopleReady immediately if you are asked to enter a confined space and were not originally dispatched to do so.

Examples of Confined Spaces

- Manholes • Silos/storage bins
- Pipelines • Separators
- Hoppers • Storage tanks
- Trenches

Dangers of Confined Spaces

- May contain hazardous equipment, materials, and/or atmospheres
- Low oxygen atmospheres
- Fires
- Explosions from flammable chemicals
- Falling hazards
- Chemical exposures by breathing the chemical or getting it on your skin

Machine Safety

Machine Guarding

- Moving parts of machines can cause serious injury so it's important to have guards. Be sure guards are in place and secure before using machines.
- All moving parts should have adequate guards.
- Machine guards are intended to keep your fingers, hands, arms, and clothing from being pinched or pulled into moving machinery.
- Never remove or tamper with the guards or operate machines with the guards removed.
- Safety switches and other devices designed to keep your hands away from moving parts must be used when required.
- Report to your on-site supervisor and to PeopleReady any equipment that is defective, unguarded, or not working properly.

Lock-Out/Tag-Out

- Contact your site supervisor or PeopleReady representative if you have any questions about lock-out/tag-out procedures.
- Serious injuries can occur when associates try to dislodge jams that have occurred in the equipment or machinery they are using.
- Never try to repair, service, or maintain any type of industrial machinery unless you have been dispatched by PeopleReady to do so.
- Never put yourself in a position where you could be hurt or fall into the machine if the jam suddenly clears.
- Report any problems or jams to your on-site supervisor immediately.
- A safety procedure used during machine jams or maintenance to prevent injuries from uncontrolled energy is called lock-out/tag-out. Examples of when lock-out/tag-out is required include:
 - Repairing or working on electrical equipment or circuits.
 - Working on hydraulic equipment in a raised position.
 - Working on pipelines or hoses that could become pressurized.
- Do not perform lock-out/tag-out duties unless you are dispatched to do so by PeopleReady and have received site-specific training from the customer.
- Never remove the lock or tag from equipment unless authorized to do so.
- A group lock-out device is used when more than one person is working.
- The only person who should ever remove the lock from a piece of machinery is the person who put the lock into position. You need to keep the key to your lock and do not give it to someone else while it is attached to the locked-out equipment.
- Where electricity or other energy is concerned, if in doubt, lock it out.

Hazardous Materials

Hazard Communication, Global Harmonizing System (GHS), and Safety Data Sheets (SDS)

Hazard communication is a vital part of any safety awareness and is required by OSHA. The basic goal of hazard communication is to ensure that employers, employees, and the public are provided with adequate, practical, reliable, and understandable information on the hazards of chemicals so they can take effective and protective measures for their health and safety. PeopleReady will tell you about any known hazardous substances on jobsites you're deployed to as well as any associated safety concerns. Your onsite supervisor is the most likely person to know about substances on the jobsite and their hazards. That supervisor is responsible for informing you and providing training. Training related to these substances and the hazards is the responsibility of the controlling supervisor. Please inform PeopleReady immediately if you do not receive the training before working with or coming into contact with hazardous substances.

Hazardous Materials to Know About

- Toxic: Chemicals, such as bleach or chlorine, that are poisonous.
- Corrosive: Chemicals, such as battery acid or caustic soda, that can burn your eyes and skin.
- Reactive: Chemicals, such as peroxides, that can cause explosions or fires if mixed with other chemicals.
- Flammable/combustible: Materials, such as gasoline and kerosene, that will burn readily.
- Explosives: Materials such as dynamite and blasting agents.

Hazardous Materials Labels

Look for labels if you're concerned about hazardous materials at your jobsite. There should be either a manufacturer's or workplace label on anything that could be considered hazardous. There are two types of labels: supplier labels and workplace labels.

- Supplier labels: These are placed on containers by the supplier or manufacturer of the hazardous material and include the following information:
 - The product identifier used on the SDS
 - A signal word, either DANGER (more severe hazards) or WARNING (less severe hazards)
 - A statement regarding the exact nature of the hazard ("Fatal if swallowed," "Causes skin irritation," etc.)
 - The pictogram (pg. 23) for the class of hazard for the product
 - Information about what to do if you're exposed to the material to minimize or prevent adverse effects from the hazards as well as the first aid information should contact be made
 - The manufacturer's name, address, and contact information
- Workplace labels: Employers are responsible for ensuring all hazardous materials containers have labels. Workplace labels are used:
 - When hazardous materials are poured from the original container into another container in the workplace (secondary container)
 - When hazardous materials are produced in the workplace
 - If supplier label is missing/illegible










Hazardous Materials (Cont'd)

Safety Data Sheets

Safety Data Sheets (SDS) have information about what chemical and hazardous materials are at the jobsite. The sheets include:

- Identification of the substance or mixture as well as the supplier
- Hazard identification
- Composition/information on ingredients
- First aid measures
- Firefighting measures
- Accidental-release measures
- Handling and storage
- Exposure controls/personal protection (engineering controls, PPE)
- Physical and chemical properties (appearance, odor, flash point, solubility, etc.)
- Stability and reactivity (conditions to avoid, incompatible materials, decomposition, etc.)
- Toxicological information (routes of exposure, symptoms of exposure, long-and short-term effects, etc.)
- Ecological information
- Disposal considerations
- Transport information
- Regulatory information
- Other information

If you cannot locate the SDS, ask your on-site supervisor. Call PeopleReady if the SDS is not available to you at the customer site. You will not be punished if you exercise your right to know.

<p style="text-align: center;">Health Hazard</p> <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p style="text-align: center;">Flame</p> <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p style="text-align: center;">Exclamation Mark</p> <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (non-mandatory) 
<p style="text-align: center;">Gas Cylinder</p> <ul style="list-style-type: none"> • Gases Under Pressure 	<p style="text-align: center;">Corrosion</p> <ul style="list-style-type: none"> • Skin Corrosion/Burns • Eye Damage • Corrosive to Metals 	<p style="text-align: center;">Exploding Bomb</p> <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides 
<p style="text-align: center;">Flame Over Circle</p> <ul style="list-style-type: none"> • Oxidizers 	<p style="text-align: center;">Environment non-mandatory</p> <ul style="list-style-type: none"> • Aquatic Toxicity 	<p style="text-align: center;">Skull and Crossbones</p> <ul style="list-style-type: none"> • Aquatic Toxicity (fatal or toxic) 

Hazardous Materials (Cont'd)

Working Safely with Chemicals

- Avoid breathing in the vapors or fumes. Respirators protect you from breathing chemical vapors or fumes. If you are asked to wear a fitted or supplied air respirator, contact your PeopleReady branch before using the respirator.
- Never eat, drink, or smoke around chemicals.
- Clean your hands prior to eating, drinking, or smoking after being exposed to chemicals.
- If you get chemicals on your skin, wipe them off immediately, wash the area, and seek prompt medical attention if you experience any lasting effect to the exposed area. Gloves and other clothing can prevent absorption.
- If you get cut by a contaminated piece of material, wash the wound immediately and seek prompt medical treatment.
- It is important that you observe the label on the container and follow the instructions on the SDS.
- Don't color or mark over existing labels.
- Any portable container must be properly labeled.
- If you are unsure about the contents of a container, ask your supervisor.
- Illness or injury can result if chemicals are not handled properly.
- OSHA requires that any container with hazardous materials must be labeled.

Working Safely around Blood and Other Body Fluids

- A variety of diseases can be transmitted by blood and body fluids. Examples are:
 - HIV (AIDS)
 - Hepatitis B
- Avoid blood and other body fluids.
- Any material that appears to contain blood or body fluids should be reported to your site supervisor immediately.
- Never attempt to clean up blood or body fluids without having been dispatched to do so and having the necessary PPE and training.
- If you feel that you've been exposed to blood or other body fluids while working at a jobsite, contact your PeopleReady branch immediately to obtain medical treatment.

Watch Out for Sharps!

- Trash containers may sometimes contain used needles, broken glass, or other sharp objects.
- Always wear appropriate work gloves and watch for sharp objects when handling trash containers to protect yourself.
- Look for the biohazard warning label.
 - This symbol indicates the presence of a health hazard.
 - If you see this symbol on the material you're handling, stop work and notify your site supervisor.
 - Special precautions are needed when handling this material.



Fiberglass and Silica Dust

Fiberglass

- You may be dispatched to install or remove fiberglass insulation from walls and crawl spaces.
- Direct contact with fiberglass materials or exposure to airborne fiberglass dust may irritate the skin, eyes, nose, and throat. Although some people are more sensitive to the fibers than others, this is not considered an allergic reaction.
- Current research has found fiberglass to not cause cancer in humans.
- During installation, follow the directions on the package as well as these safety tips to reduce irritation:
 1. Skin
 - Wear loose-fitting, long-sleeved clothing and long pants.
 - Do not tape sleeves or pants at wrists or ankles.
 - Wear gloves.
 - Do not scratch or rub your skin if fiberglass particles accumulate on your skin.
 - When you finish, wash skin or shower with mild soap and warm (not hot) running water. (Hot water will open the pores of the skin, causing more irritation.)
 2. Eyes
 - Wear safety glasses with side shields.
 - Wear a hat.
 - Do not rub your eyes while you are working with fiberglass.
 - Be sure to clean up completely before rubbing your eyes or scratching your skin.
 3. Nose, Mouth, and Throat
 - If you experience irritation to the nose, mouth, or throat, you should consider wearing an "N 95" particulate respirator approved by the National Institute for Occupational Safety and Health (NIOSH). Contact your branch for assistance.

Silica Dust

Crystalline silica is found naturally in almost all rock, sand, and soil. It is also found in concrete products and bricks. Silica can become hazardous to your health during rock drilling/crushing, masonry and concrete construction, road construction and repair, and sandblasting. Silica sand is also sometimes used as sandblasting grit.

A progressive and disabling lung disease called silicosis is caused by breathing in dust containing silica for long periods of time at high concentrations. Exposure to silica dust can cause a variety of diseases, including fibrosis (scarring in the lungs), which reduces the lungs' ability to get oxygen.

To prevent exposure to silica dust, keep dust containing silica from becoming airborne by using water and ventilation systems. Consider using a dust mask during cleanup of construction sites. If you believe you are being exposed to silica dust, contact PeopleReady immediately.

Asbestos

Asbestos Awareness

This section will provide an overview of asbestos and its potential hazards. It is important to for you to know where asbestos is likely to be found and how to avoid exposure to yourself and co-workers.

What Is Asbestos?

- Asbestos is the name for six naturally occurring minerals that are mined from the earth.
- Of the six, three are used more commonly: chrysotile (white), which is the most common; amosite (brown/off-white); and crocidolite (blue).
- All types of asbestos tend to break into very tiny fibers.
- Because asbestos fibers are so small, once released into the air, they may stay suspended there for hours or even days.
- Asbestos is usually mixed with other materials. There are approximately 3,600 asbestos-containing products.
- Asbestos-containing building materials may vary between 1% and 100% in asbestos content.
- You can't see the individual asbestos fibers. They are so small, a microscope must be used. Some fibers may be up to 700 times smaller than a human hair.

Where Is Asbestos Found?

The widespread use of asbestos in the United States ended in the 1970s, but it is still present in any type of building or structure (houses, factories, offices, stores, schools, warehouses, hospitals, etc.) built before that time and is still being used today to a limited extent.

What to Do if Asbestos-Containing Material (ACM) or Presumed Asbestos-Containing Material (PACM) Is at Your Work Site?

If you come in contact with a material you suspect to contain asbestos, STOP WORKING and immediately NOTIFY YOUR SITE SUPERVISOR and your PeopleReady branch.

PeopleReady does not permit the disturbance or removal of presumed or known asbestos-containing material by any employee.

If you suspect that ACM or PACM is at your jobsite, take the following actions:

- Do not enter any work area where asbestos abatement is being done.
- Promptly report damaged asbestos-containing materials to your jobsite supervisor.
- PeopleReady will verify with the customer that the material does not contain asbestos.
- Please note that PeopleReady requires that the customer inform us of asbestos-containing materials on the work site. In turn, we will tell you where ACM is located and the quantity.

List of Presumed Asbestos-Containing Materials

- Asphalt floor tile
- Window glazing
- Duct tape/paper
- HVAC duct insulation
- Furnace insulation
- Poured flooring
- Vinyl floor tile
- Vinyl sheet flooring
- Electrical cloth
- Electrical wiring insulation
- Roofing felt
- Ceiling tiles/lay-in panels
- Wallboard
- Adhesives
- Erkot roofing material
- Vinyl cove base
- Brick mortar
- Blown-in insulation
- Chalkboards
- Fireproofing materials
- Packing materials (wall/floor penetrations)
- Artificial fireplace logs (made before 1977)
- Pipe insulation/fittings (air-cell and block)
- Joint compound (older building/homes)
- Putties, caulks, cements (e.g., chemical-carrying cement pipes)
- Wall and ceiling insulation
- Paper firebox in walls
- Cement pipes
- Elevator brake shoes
- Cement siding
- Boiler/tank insulation
- Caulking and putties
- Flooring backing
- Stucco
- Cooling towers
- Rolled roofing
- Vinyl wall coverings
- Fire doors
- Built-up roofing
- Gray roofing paint
- Base flashing
- Spray-applied insulation
- Fire curtains
- Vapor barrier
- Laboratory gloves
- High-temperature gaskets
- Brake linings and clutch pads
- Cement wallboard/transite
- Heating and electrical duct
- Ductwork flexible fabric connections
- Breaching insulation
- Plaster-acoustical/decorative
- Elevator equipment panels
- Electrical panel partitions
- Thermal paper products
- Acoustical ceiling texture (popcorn)
- Incandescent light fixture backing
- Roofing shingles (asphalt/cement)
- Spackling compounds
- Taping compounds (thermal)
- Textured paints and coatings
- Nicole (white) roofing paper
- Paper on backside of fiberglass
- Fire blankets
- Laboratory hoods/table tops
- Siding shingles (old residential buildings)
- Construction mastics (floor/ceiling tile, carpet)
- Sprayed-on fire proofing and insulation

Who Could Potentially Be Exposed to Asbestos?

You could potentially be exposed to presumed or known asbestos-containing materials doing the following types of work:

- Demolition
- Cleanup work
- Remodeling
- Carpentry
- Roofing
- Grinding
- Floor covering installation or removal
- Renovation
- Maintenance and repair
- Drywalling
- Plastering
- Plumbing
- Painting

Products and Materials That Could Contain Asbestos



Asphalt Roofing Shingle



Transite Roofing Shingles



**Transite Roofing
(cement)**



**Corrugated Transite Roofing
(cement board)**



Transite Siding/Shingle

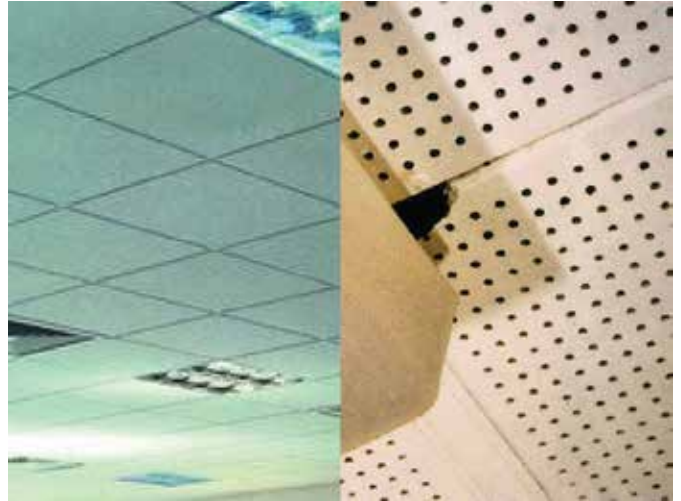


**Fire Door
(insulation inside door)**

Products and Materials That Could Contain Asbestos (Cont'd)



Window Glazing and Building Caulking
(edges of glass panes and window frame)



Ceiling Tiles
(2' x 4' and 12" x 12" pegboard)



Plaster Ceiling
(skim coat)



Plaster Walls
(being removed)

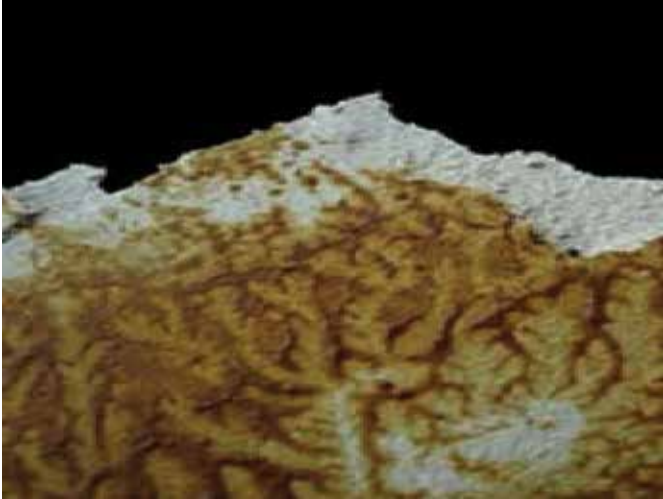


Vinyl Floor Tiles and Cove Base
(most 9" x 9" and 12" x 12" floor tiles)



Vinyl Floor Tiles and Adhesive Mastic
(on wood floor, damaged 9" X 9" tiles)

Products and Materials That Could Contain Asbestos (Cont'd)



Vinyl Sheet Flooring
(linoleum with adhesive backing)



Boiler and Pipe Insulation



Tank Insulation



Pipe Insulation
(damaged)



Pipe Fittings
(air-cell and mud-plaster type coating)



Heating and Cooling Duct Insulation
(HVAC)

Products and Materials That Could Contain Asbestos (Cont'd)



Fire Sprinkler Pump Piping Insulation



Gasket on Flange



Asbestos Rope
(electrical fuse board)



Radiator
(insulation on piping and valves)



HVAC Vibration Damper
(boot fabric)



Paper Products

You Must NOT Perform Asbestos Abatement

- Removing and handling ACM creates a potential serious health risk to yourself and your co-workers. (See “What Are Asbestos Health Effects?” on the next page.)
- You must have a state asbestos worker license to remove asbestos, and a current license must be in your possession. You must have taken an accredited 4-day asbestos worker training course or taken the required annual asbestos refresher training.
- You must be medically certified to wear required HEPA respirator.

When Is Asbestos Dangerous?

Asbestos is most dangerous when it is disturbed. The most common way for asbestos fibers to enter the body is through breathing.

- Asbestos is most hazardous when it is friable (meaning that the asbestos is easily crumbled by hand), releasing fibers into the air, such as with sprayed-on asbestos insulation and ceiling tile.
- See examples of presumed asbestos-containing materials in the previous “Presumed Asbestos-Containing Materials” section.
- Asbestos pipe and boiler insulation does not present a hazard unless the protective canvas covering is cut or damaged in such a way that the asbestos underneath is actually exposed to the air.
- Asbestos is dangerous when removing floor tile containing friable, damaged asbestos.

How to Avoid Asbestos Exposure

If you have reason to suspect that something contains asbestos, either because it is labeled as such or because it seems to be something that is likely to contain asbestos (for example, 9” x 9” floor tile), then DO NOT:

- Move it
- Cut it
- Disturb it
- Dust it
- Hammer it
- Break it
- Drill it
- Sweep it
- Saw it
- Vacuum it
- Damage it

Quick Fact: PeopleReady does not knowingly allow associates to be exposed to brittle or damaged asbestos. If you come in contact with a material you suspect to contain asbestos, STOP WORKING and immediately NOTIFY YOUR SITE SUPERVISOR and PeopleReady.

What Are Asbestos Health Effects?

Because it is so hard to destroy asbestos fibers, the body cannot break them down or remove them once they are lodged in the lungs or body tissue. They remain in place where they can cause disease. There are three primary diseases associated with asbestos exposure:

- Asbestosis
- Lung cancer
- Mesothelioma

Health problems resulting from asbestos exposure can take 10 to 40 years after exposure to appear in an individual. This happens through inhalation or ingestion of asbestos fibers.

- Once asbestos is released in an area, it can remain in that area for an indefinite amount of time. Disturbed asbestos fibers become airborne and eventually settle down onto objects in an area.
- Asbestos is safe and legal to remain in homes or public buildings as long as the asbestos materials are in good condition and the asbestos cannot be released into the air.
- There is no requirement to remove asbestos from buildings or private homes.

By knowing where asbestos is likely to be located and then taking measures not to disturb it, you will protect yourself and others from exposure to this hazardous substance.

Remember, asbestos poses no risk to your health if it is intact and not releasing fibers into the air. Ask questions, read the signs, and follow the information in this training.



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