


EMPLOYEE INFORMATION PACKAGE



Enclosed is information regarding ProTemps ProTege's specific Health and Safety expectations of you, the employee. It also includes policies in place to protect you and keep you safe.

PROTEMPS HEALTH A



AND SAFETY POLICY STATEMENT

ProTemps is committed to encouraging safe and healthy working conditions within the company, therefore:

It shall be the responsibility of **MANAGEMENT** to establish and maintain acceptable standards for the work sites, premises, operations and equipment to ensure that physical and health hazards are guarded against or eliminated, and to develop work procedures that will achieve optimum productivity levels without accidents and industrial diseases. Management is responsible to monitor the employee performance.

It shall be the responsibility of every **SUPERVISOR** and **CLIENT** to ensure that employees are trained in proper work procedures to obtain optimum productivity levels without accidents and industrial disease, and to ensure the observation by employees of proper work procedures and all pertinent rules and regulations.

It shall be the responsibility of every **EMPLOYEE** to follow proper work procedures, to perform duties in a safe manner, to observe all rules and regulations, and to cooperate in creating a safe, healthy and productive working environment.

It is the responsibility of **EVERYONE** to know and understand all legislative requirements as they apply to their work site and job tasks.

TOGETHER we will reach these goals.

ERGONOMICS

Arrangement of Workspace Materials

The arrangement of your workspace is very important in terms of ergonomics. You should arrange your workspace with the materials you use most often within easy reach of your hands, without any need for stretching or bending. Items you use rarely should be placed the furthest away from your reach, though their placement should still not cause you any undue stretching or bending to access them. If your workspace includes a desktop computer, the keyboard should be placed at a level where your arms are parallel with your thighs. This helps reduce stress on your wrists and fingers caused by repetitive motion.

Encourage Movement

You need to get up and move about the office regularly to avoid stress injuries from holding the same position all day long. According to Arthritis Today's website, an employee should get up and move around every 20 to 30 minutes throughout the workday. This movement need only be for a minute and doesn't necessarily mean you're taking a break from your work. Adjusting your position at your desk is also helpful for giving oftenused muscle groups a brief rest.

Light and Eyes

Any computer screen you use at your work desk should be placed between 18 and 30 inches away from your eyes and 15 degrees below your sight.

Keyboard

The letter "H" on your keyboard should be aligned with the center of your computer monitor to be ergonomically correct. Your keyboard should be positioned so you have straight wrists while typing.

Mouse

Your computer mouse should allow you to keep your elbow close to your body, with your hand as close to the midline of your body as possible. It is also important to place the mouse on your preferred side, use it with a straight wrist and have enough space to use it comfortably.

Monitor

Your monitor should be placed directly in front of you with the "H" on the keyboard in the center of the screen. You should be able to just see over the top of the monitor while seated to keep everything in the proper balance. Your screen should be angled up toward you slightly, there should be no glare and the text on the screen should be easy for you to read comfortably.

ERGONOMICS

line. Any desk lights should be positioned away from your eyes as well as the computer screen to avoid glare. You may also consider replacing any posters or office supplies made with shiny material with products made using flat colors. This will also help reduce glare at your desk and the stress your eyes undergo while at work.

Chairs

Chairs The chair you sit in is important to office ergonomics. Check to see if it has adjustable design features such as lumbar support, height adjustment, arm rests and a well-designed, cushioned seat pan. The castors must enable easy moving on the floor surface.

Desk

The height of your desk should be appropriate for keyboarding. The top surface should be one inch below your optimal seated elbow height. The desk should offer solid and stable support for you and all of your equipment. If you find you drop your wrists to the desk surface while typing, use padded palm rests to protect your hands.

Posture

Of all the ergonomic strategies that can be applied to a business, your own posture may be the most critical to a good result. Your feet should be flat and firm on the floor. Your knees should be slightly lower than your hips, and your back firmly against the back of the chair. There should be a visible space between the edge of the seat pan and the back of your knees, and you should be reclined slightly while you are working. Your arms should operate at 90 degree angles, and your wrists should be straight.

http://www.ehow.com/list_6622967_office-ergonomic-checklist.html

http://www.ehow.com/info_7801279_tips-ergonomics-workplace.html

A Note About Chairs

The chair at your work desk is perhaps the most important element in creating your ergonomic workspace. The chair should fit you, allow your feet to sit firmly on the ground and provide support for your lower back. Your work chair should also allow you to easily reach your keyboard and mouse. If adjusting the chair to allow easily reach of your work desk causes your feet to not rest evenly on the ground, bring in a footrest.



HARASSMENT POLICY

Commitment

ProTemps is committed to a healthy, harassment-free work environment for all our employees. ProTemps has developed a company-wide policy intended to prevent harassment of any type of its employees and to deal quickly and effectively with any incident that might occur.

All harassment is offensive and in many cases it intimidates others.

It will not be tolerated within our company

ProTemps seeks to provide a safe, healthy and rewarding work environment for its employees. If you feel you are being harassed, contact us. We want to hear from you.

Harassment may include, but is not limited to:

Unwelcome derogatory remarks, jokes, innuendoes or teasing about a person's body, sexual orientation, gender or race.

- Leering, suggestive staring or other gestures of a sexual nature.
- Physical contact such as touching, patting or pinching.
- Unwelcome sexual flirtations, advances or propositions.
- Any conduct, verbal, physical or by innuendo, that is likely to cause offense, humiliation or discomfort to any person.
- Harassing telephone calls made by an employee to another employee's home may constitute workplace harassment.
- Harassing behaviour or conduct, which occurs outside the workplace, but has a negative impact on the workplace and/or relationships in the workplace, may also be considered workplace harassment

A quick rule of thumb is to ask, "Would I say or do this in front of my parents, spouse or children?"

All employees are responsible for conducting themselves in a way that ensures others are able to work in an atmosphere free from harassment.

Harassment and other such conduct has the effect of unreasonably interfering with an individual's work performance and/or creating an intimidating, hostile or offensive working environment.



**CONDUCT, WHICH
CONSTITUTES
HARASSMENT, CONTRARY
TO APPLICABLE
PROVINCIAL HUMAN
RIGHTS LEGISLATION, IS
STRICTLY PROHIBITED AND
WILL NOT BE TOLERATED.**

RIGHT TO REFUSE UNSAFE WORK



Policy/Expectation

A worker has the right to refuse to do a job if they have reasonable cause to believe that the job is likely to endanger their health and safety or the health and safety of any other employee.

Procedure

The worker is required to immediately report the danger to their supervisor in writing (who shall promptly investigate the situation).

Disciplinary Action

No disciplinary action shall be taken to a worker while complying with this action.

Workplace Violence Policy

ProTemps is committed to providing a safe, healthful workplace that is free from violence or threats of violence.

Violence

For purposes of this policy, violence is any violent or potentially violent behaviour that arises from or occurs in the workplace that affects staff, visitors and/or the public. Violence includes, but is not limited to:

- Verbal or physical actions that are threatening against an individual, their family, friends, or associates
- Hitting, shoving, pushing
- Verbal or physical action that is intimidating to an individual, their family, friends, or associates
- The intentional damage or destruction of, or threat of damage or destruction to property
- Harassing or threatening phone calls or electronic communications
- Harassing surveillance or other form of stalking/following
- The suggestion or intimation that violence is appropriate
- Possession or use of weapons or firearms.

ANY VIOLENT BEHAVIOURS OR ACTIONS ARE STRICTLY PROHIBITED. INDIVIDUALS WHO ENGAGE IN THE BEHAVIOUR DESCRIBED OR ANY OTHER ACTION THAT IS CONSIDERED TO FULFILL THE DEFINITION OF VIOLENCE AS INTENDED BY THIS POLICY.

Any incident with workplace violence need to be reported to ProTemps immediately and shall be investigated.

GENERAL HEALTH / SAFETY RULES & ENFORCEMENT POLICY

All staff is expected to comply with all health and safety rules as well as all of Alberta/Ontario's Occupational Health and Safety Regulations.

Supervisors are expected to set an example and enforce the rules.

Specific Rules

- CSA approved steel toed work boots are required on all work sites.
- The use or consumption of any type of controlled substance on any job site, either drug or alcohol will not be tolerated.
- Use, consumption or, being in possession of or under the influence of alcohol or illegal drugs on company premises, or on any ProTemps client's jobsite is prohibited.
- Fighting, horseplay, practical jokes or otherwise interfering with other workers is prohibited.
- No worker shall be harassed or discriminated against on the basis of gender, race, religion, sexual orientation, age, or any other discriminatory offences.
- Theft, vandalism or any other abuse or misuse of Pro Temps property or ProTemps clients' is prohibited.
- Use of cell phones or other electronic devices is prohibited on ProTemps client's jobsites.
- All unsafe acts and conditions, including "near misses", incidents or accidents are to be reported to appropriate supervision promptly.
- All incidents that result in damage or injury are to be reported to an onsite supervisor immediately. The Placement Consultant at ProTemps must also be informed immediately.
- First Aid treatment is to be obtained promptly for any injury.
- It is mandatory that proper personal protective equipment, specific to the jobsite, must be worn properly at all times while onsite.
- All work should be carried out in accordance "with proper safe work practices of the specific jobsite and the supervisor's direction.
- Only those tools, which are in good repair, with all guards and safety devices in place, shall be used if instructed by the onsite supervisor.
- Every worker shall keep his/her work area neat, clean and orderly.
- Complete compliance to all procedures, rules, regulations, and policies specific to the ProTemps client's jobsite must be followed.

IF YOU ARE INJURED ON THE JOB

Contact ProTemps IMMEDIATELY

ProTemps participates in OIS, A medical clinic that's been granted OIS status by the Workplace Safety & Insurance Board. They applied for and met all the quality requirements to deliver OIS. They are staffed with physicians, nurses and other rehabilitation staff with a background in occupational medicine and disability management. It's a clinic specifically for people who are hurt at work.

Your Roles and Responsibilities

Actively participate in and manage their recovery and return-to-work process.

Rights

- Choose their treating physician for their work related injury- OIS is a voluntary option.
- Actively participate in their injury management and return to work process.
- Be treated with respect and dignity.
- Be informed of all matters relevant to their return to work.
- Be provided with modified work that is safe, suitable, meaningful and productive.
- Expect that their personal health information will be kept confidential.
- Refuse the modified work plan if it does not meet the requirements for suitable modified work.

Responsibilities

- Report their injury or illness immediately to their supervisor.
- Identify at that time if they would like to attend an OIS clinic for their injury.
- Report their injury or illness to WSIB by completing the Workers' Report of Injury. The OIS provider will have copies of the report and encourage workers to complete it.
- Attend the OIS clinic as soon as possible after their injury.
- Identify that they are an OIS client when they report to the clinic.
- Actively participate in their assessment and case conference when developing their return to work plan.
- Participate in the recommended treatment/rehabilitation plan.
- Maintain regular contact with their return-to-work team (the employer, the OIS physician, and their WSIB adjudicator or case manager).

NOTICE

**IT IS A CONDITION OF
YOUR EMPLOYMENT
WITH PROTEMPS
AND OUR CLIENTS
TO FOLLOW SAFETY
PROCEDURES.**

SAFETY IS A FULL-TIME

LIFTING SAFETY

Lifting items safely is important because most long term injuries are due to back injury. 25% to 50% of WSIB claims are due to back injury.

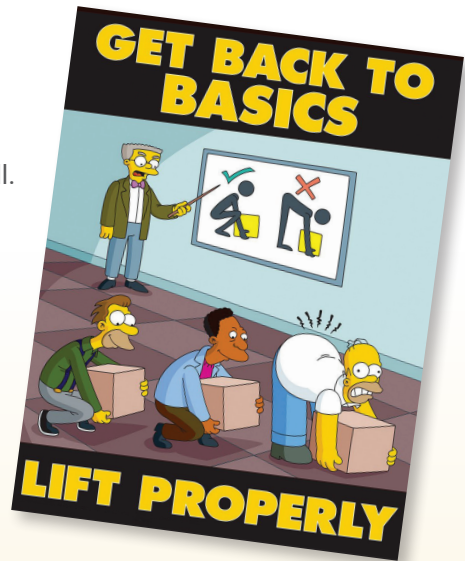
- Try and warm up before lifting.
- Test the object before lifting. If it is too heavy, get help or use a mechanical device.
- Lift slowly and take small steps.
- Wear non-slip shoes.
- Watch your footing.
- Don't pull a load; you may slip under it.
- Lift with your LEGS, not your back.
- Assist other workers to lift, push or pull.

When Lifting

- SIZE UP the load.
- Can you lift & carry an object that size safely? - Have secure footing.
- Bend your knees.
- Keep your back straight.
- Keep the load close to your body.
- Keep your arms close to your body.
- Take a firm grasp.
- Slowly straighten your legs.
- TURN your feet
- Do NOT twist your body.
- 50% of back injuries are caused by TWISTING!

Safety Attitudes

- The key to a safe workplace is for you to show a safe attitude by not allowing unsafe practices, procedures or conditions to occur.
- Some workers arrive with everything they need, except a safe attitude. (How's yours?)
- It's your responsibility to think and act safely to prevent accidents.
- Take the time to consider the potential hazards and take adequate precautions before starting any job or task.
- There is always time for safety. Never assume or act impulsively.
- Everyone's safety depends on your attitude on the job.
- If you are not sure about something, ask.
- Don't take chances with your life or the life of others.
- All paid workers are professionals. Professionals always work safely.

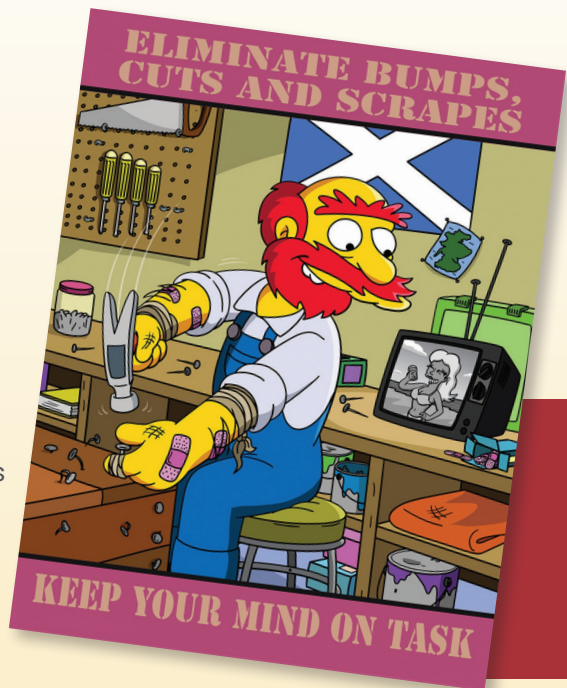


TIME RESPONSIBILITY!

SAFETY RESPONSIBILITIES - WORKER

Workers Must

- Do everything reasonable to prevent accidents.
- Use and wear personal protective equipment.
- Promptly report hazards.
- Refuse to do work that is imminently hazardous.
- Ensure other workers follow safety procedures.
- Think safety before each job or task.
- Keep their mind on the job.
- Follow rules and regulations.
- Have the proper training for the job.
- Take safety seriously.
- Know and follow emergency procedures.
- Understand the safety program at their worksite.
- Correct any unsafe conditions they can.
- Keep equipment in good condition.
- Obey all warning labels and warning signs.
- Ensure personal safety is not sacrificed for time.
- Be familiar with the location of fire extinguishers.
- Know the use and limitations of fire extinguishers.
- Understand the safe work procedures of the job.
- Report personal injury accidents immediately.
- Report company vehicle accidents immediately.
- Co-operate with accident prevention investigations.
- Maintain a neat and clean work area at all times.
- Concentrate on what they are doing.
- Not horse around or fight on the job.
- Wear appropriate personal protective equipment.
- Obey other safety rules in effect at field worksites.
- Not bring alcohol or illegal drugs to the job. Not wear jewelry around contact hazards.
- Not move equipment when someone is in danger.
- Not wear radio or music headphones on the job.



PPE

Personal protective equipment (PPE) shall be worn in all areas for health or contact injury protection.

IT'S PART OF YOUR WORK UNIFORM, IT'S UP TO YOU TO USE IT!

- Only approved PPE (CSA, etc.) shall be worn.
- Wear approved safety footwear (in good condition) with sole and toe protection and slip-resistant soles/heels.
- Gloves must be worn when handling tools or materials which may cause injury to the hands.
- Wear hearing protection in designated noisy areas.
- Bare legs, tank tops, cut-offs or shorts are NOT permitted.
- Other protective clothing (e.g. coveralls) may be required.
- Inspect safety belts, harnesses and lanyards daily.

Hard Hat

Wear an approved hard hat in designated work areas or where there is danger of head injury. Keep hard hats clean. Don't alter or paint hard hats. Don't store materials between suspension and shell. Replace if cracked, dented, penetrated or suspension broken or torn.

SHELL: Usually made from high density polyethylene. Inspect outside shell regularly for cracks, nicks, or abrasions. Any addition or structural modification may reduce the properties afforded the head protection. Hard hat shell should NOT be painted or cleaned with solvents. It may accelerate the deterioration. Plastic is self-extinguishing, burns at about 3 in. per minute. Normal electrical insulation protection is 20-22,000 volts.

HEAD BAND: keeps head away from shell and adjusts to fit.

SUSPENSION: It should be securely fastened to the shell.

INNER SHELL: An inner shell on newer models is made from Polystyrene to prevent injuries from lateral (side) impact.

DECALS: Decals must be compatible with hat surface material. Don't place metallic decals on hard hat shell if you are working near energized electrical lines or equipment.

Respiratory Protection

- Wear a filter respirator mask when painting.
- In areas of toxic gases or low oxygen use breathing apparatus.
- Workers using breathing apparatus in confined spaces shall be equipped with a safety harness and life line or other equivalent means of rescue.



IF YOU ARE INJURED AT WORK

Report injury/incident
to
your site supervisor
IMMEDIATELY

ABLE to return to
regular duties:
Visit ProTemps to
complete WSIB report
and return to work

Report injury/incident
to
PROTEMPS

UNABLE to return
to regular duties
immediately:
Visit ProTemps to
complete WSIB report and
schedule modified duties

SERIOUS INJURY
Report injury/incident
to your site supervisor

**RETURN TO
REGULAR DUTIES**
Visit ProTemps to
complete incident
report

MINOR INJURY
Receive medical aid
on site

**RETURN TO
REGULAR DUTIES**
Visit ProTemps to
complete incident
report

NEAR MISS
Written report

REFERENCES

WORKPLACE VIOLENCE

OH&S Section 391,392, 18 (3) to (6) & 19

PPE

OH&S Section 228 (1) to (4), 234 (1.1), (2)

HOUSEKEEPING

OH&S Section 185

INJURY ROLES - WORKER

OH&S Section 182

SAFETY APPARATUS DIAGRAM





www.protempscanada.com



www.protegepersonnel.com