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**Hire Up Staffing & Healthcare Services**  
**(A Kirkman Beck, LLC Company)**  
**Policies Agreement • OCTOBER 8, 2025 REVISION**

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**Employee Safety Program**

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Your safety and the safety of those around you are our highest priorities. You must follow these rules on every job assignment. If you have any questions or concerns, immediately contact a Hire Up Manager.

**I. Before Starting a Task: Training and Authorization**

**1. Always Prioritize Your Safety**

Always use common sense and trust your judgment. Never perform a task that makes you feel physically or mentally uncomfortable.

- The Client may provide job-specific safety training—you must carefully participate in all required training.
- Safety Gaps: If you believe you lack the necessary training or equipment for a task, do not proceed. Immediately notify a Hire Up Manager.

**2. Changes in Job Duties**

If the Client asks you to perform duties that are different from your initial job assignment, you must obtain authorization from a Hire Up Manager first before performing those duties.

**3. Prohibited Tasks**

To protect your safety and manage liability, you are not permitted to perform the following tasks unless Hire Up provides specific written authorization and training:

- Operating Machinery: Do not operate large power tools (e.g., power saws, nail guns, drill presses), motorized equipment (e.g., forklifts, pallet jacks, cherry pickers), or any machine that poses a significant risk of bodily harm.
- Driving: You are not permitted to drive your personal vehicle or a client-owned vehicle for Client business without a signed waiver. If you are asked to drive, immediately notify a Hire Up Manager. If you use your personal vehicle for Client business for any reason, you must inform Hire Up immediately.
- Handling Valuables: You are not permitted to handle cash, negotiable instruments, or other high-value items unless Hire Up provides a written liability waiver. Contact a Hire Up Manager first.

**II. Workplace Requirements**

**4. Safe Lifting Practices**

Do not lift anything you cannot lift comfortably. Ask for help if an item feels too heavy, even if it is under the recommended limit.

- Lifting Limit: You should not lift items weighing more than 50 pounds.
- Proper Technique: When lifting, bend your knees, grasp the object close to your body, and lift with your legs while keeping your back as straight as possible.
- Equipment: Never lift in situations where you know or should know that mechanical assistance (like a hoist or lift) is required.

**5. Personal Protective Equipment (PPE)**

You must use all required PPE (e.g., earplugs, safety glasses, wrist rests) at all times, as trained by the Client.

- If any provided PPE is damaged or misplaced, immediately ask your Client supervisor or safety officer for a replacement.

## 6. Hazardous Chemicals and Materials

If hazardous chemicals or materials are used on site, the Client is required to:

- Post a list of these materials.
- Provide you with a copy of their hazard communication program and proper chemical handling training.
- Your Action: If these conditions are not met, immediately contact a Hire Up Manager.

## 7. Heat Illness Prevention

If your job assignment involves outdoor or indoor work in a high-heat environment, you must follow these guidelines to prevent heat-related illness:

- Hydration: Drink plenty of water throughout the day, even if you do not feel thirsty. Drink 1 cup of cool water every 20 minutes even if you aren't thirsty. Avoid excessive caffeine or sugary drinks.
- Rest: Utilize designated cool-down or rest breaks as provided by the Client or required by law.
- Dress for the heat: A hat and light-colored, loose-fitting (where allowed), breathable clothing are ideal.
- Face Coverings: If wearing a face covering, change it if it becomes wet or soiled.
- Alertness: Know the signs of heat-related illness (e.g., heavy sweating, dizziness, nausea, confusion) in yourself and co-workers. Check on others verbally often.
- Immediate Action: If you feel symptoms of heat illness, stop working immediately, move to a cool place, and notify a Client supervisor and a Hire Up Manager.

### Know the signs of heat illness and how to respond

Abnormal thinking or behavior, slurred speech, seizures or loss of consciousness are signs of a medical emergency. Call 911 immediately, cool the worker with water or ice and stay with them until help arrives.

- Heat illness can cause:
  - Headaches
  - Nausea
  - Weakness or dizziness
  - Heavy sweating or hot, dry skin
  - Elevated body temperature
  - Thirst
  - Decreased urine output
- If you spot someone experiencing the signs above, take action:
  - Give them water to drink
  - Move them to a cooler area
  - Cool them with water, ice or a fan
  - Remove unnecessary clothing
  - Do not them leave alone
  - If in doubt, call 911 or seek medical care

## III. Incident Reporting and Consequences

### 8. Reporting Unsafe Conditions and Injuries

You have a personal responsibility to report any unsafe working conditions or practices you observe.

- Unsafe Conditions: Report any condition that may cause injury to yourself or others immediately to the appropriate Client contact and a Hire Up Manager.
- All Incidents: If you are involved in *any* incident that results in personal injury, property damage, or near-misses, no matter how small, you must report it immediately to the appropriate Client contact and a Hire Up Manager.

### 9. Client Rules and Compliance

You must always abide by the Client's specific job-site safety rules in addition to these Hire Up rules.

- Consequences: Failure to follow any of our company's rules or the Client's specific safety rules may result in disciplinary action, up to and including immediate termination.