

SETPPOINT CONSULTANTS, LLC

WORKPLACE SAFETY

The following guidelines will help you perform your job safely. Please follow these rules on every assignment.

Any questions that you may have regarding your working conditions, injuries, etc. must be directed immediately to SetPoint Consultants, LLC.

Safety Guidelines:

1. If a client requests you to perform duties which are different than, or in addition to, your original assignment, first ask permission from your SetPoint Consultants, LLC.
2. You are not permitted to operate machinery, automotive or truck equipment. Nor are you permitted to handle cash, negotiables, or other valuables. Under certain circumstances, some of the above conditions can be waived upon a written liability released by the client.
3. You are not permitted to drive your own vehicle or the client's vehicle in the conduct of a client's business.
4. You must not lift anything that you cannot lift comfortably. You must never lift items weighing more than 50 lbs or anything that you feel is too heavy. When lifting, use the following technique: bend your knees, grasp the object with the palms of your hands, and then raise the load keeping your back as straight as possible.
5. Immediately report to a SetPoint Consultants, LLC representative any working conditions or practices which you think may cause injury to yourself and/or other employees.
6. **Under no circumstances should you perform an assignment which causes you undue physical or mental discomfort. It is your responsibility to immediately (within 24 hours) report an uncomfortable situation to a SetPoint Consultants, LLC representative.**
7. Whenever you are involved in any accident that results in personal injury or damage to property, you must report the accident to SetPoint Consultants, LLC immediately.
8. Participate in all safety improvement activities.

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

SIGNATURE PAGE FOR WORKPLACE SAFETY GUIDELINES

Please sign, date, and return this page to your SetPoint Consultants, LLC representative for your employment file.

I hereby certify that I read the Workplace Safety guidelines and I agree to comply with these safety guidelines. .

Name:

(Please Print)

Signature:

Date:

Branch:
