

Purpose: Kelly Services has an obligation to our employees to provide a safe workplace. Hand injuries are very common and can be prevented by following safety rules and procedures and using common sense.

This tip sheet can be **printed and posted** as a reference for all employees to review prior to being placed on assignment.

Kelly believes that because we do not control the work environment that the customer must have a vested interest in making every effort, within reason, to avoid hazardous situations!

What Kelly does prior to placing an employee at a customer:

- First we conduct a safety assessment of the company to ensure it's a safe workplace
- Second we inform our employees of any hazards at the workplace
- Third we ensure that any training that may be needed is provided and that all employees are aware of the safety procedures required to safely do their job

Prevention Tips

Machine Safety:

- Ensure you know the safety precautions of the machine you are working on.
- If lockout/tagout procedures are in place, ensure you understand them and follow the guidelines carefully.
- Never clean or perform maintenance on a machine while it is on.
- Always work away from pinch points and unguarded areas on any piece of equipment.
- Never try to un-jam a machine while it is running.

Knife Safety:

- When working with a knife, always point the knife away from you when cutting.
- When working with sharp objects, wear the proper gloves to prevent cuts.
- Follow safety procedures when working with any potential cut hazards.

Burns:

- Ensure the proper recommended gloves are worn when handling hot or cold items.
- Never substitute gloves that are recommended.
- When working around hot items or equipment, ensure safety procedures are followed.

Working with tools:

- Ensure the right tools for the job are being used.
- When working with tools, don't apply too much force.
- Use the recommended tools required for the job.
- Ensure you know how to properly and safely use tools prior to using them.

Material handling:

- To avoid sprains and strains, ensure you size up a load before lifting.
- When using your hands repetitively, ensure you rotate and take appropriate breaks.
- When moving objects, ensure you have a good grip before moving.
- Ensure you have a clear path while moving items.

Chemical Safety:

- When working with chemicals, ensure proper protective equipment is worn.
- Make sure you read labels so you understand the risks of the chemicals involved.
- Before using chemicals, read the MSDS sheets to be aware of hazards and clean up procedures.

Types of Injuries Reported:

- Burns
- Cuts
- Bruises
- Fractures
- Strains
- Amputations
- Chemical burns
- Punctures

Things to keep in mind:

- Before starting a job, ask yourself - is it safe?
- Look at the equipment, job or tools and ask yourself if you see any way of getting hurt. If so, take appropriate precautions and work carefully.
- Ask your supervisor for help.

Working towards a safer and healthier workplace:

Contact your Kelly representative if you have any concerns or to report a hazard.

- It is your responsibility to work safely and report hazards
- It is a shared responsibility between Kelly and the customer to ensure your workplace is safe and free of hazards

Never assume someone else will report or fix a problem or hazard. When a hazard exists, be part of the solution and report it.