

**Purpose:** Kelly Services has an obligation to our employees to provide a safe and healthy workplace that is free of hazards. When hazards are recognized, Kelly will investigate and work towards eliminating those contributing factors to ensure your work experience with Kelly is safe and rewarding.

This tip sheet can be **printed and posted** as a reference for all employees.

## **1 in every 4 injuries reported to Kelly is a result of a slip or fall!**

### **Definition of an accident:**

There is no such thing as an accident. All accidents are preventable.

### **Goals:**

- First goal is to identify existing hazards
- Second would be to investigate and develop a corrective action plan
- Third is to implement change and ensure hazards are removed

### **Customer Site:**

- Ensure that proper housekeeping standards are in place and followed.
- Ensure that the customer adheres to all applicable safety legislation.
- Be aware of and understand customer safety procedures and programs.
- Be aware of your surroundings.
- Wear the recommended foot wear.
- Consider wet or cold weather conditions and work/walk accordingly.
- No running or horseplay in the workplace.
- Keep work areas clear and free of clutter.
- Do not walk on pallets.
- When using stairs, use the hand railings.

### **In the Office:**

- Adhere to Kelly Housekeeping policies and procedures
- Ensure drawers and cabinets are not left open
- Ensure bags, purses or other items are out of the way or under your desk
- Do not block walkways with boxes or other office supplies
- Never run extension cords across a walkway
- When using stairs, use handrails
- Consider wet or cold weather conditions and work / walk accordingly.
- No running or horseplay in the workplace
- Be aware of your surroundings
- Ask for assistance when moving or carrying items

**If a trip or slip hazard exists:**

- Notify your supervisor immediately.
- Have someone else watch the area while you report the hazard.
- Notify your Kelly representative.

**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.