

PREMIER

ELECTRICAL

STAFFING

EMPLOYEE HANDBOOK

January 2nd 2013

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Introduction

Premier Electrical Staffing, LLC (“PES”) realizes that our most valued resources are our employees, our customers, and the communities we serve. We are dedicated to providing a safe and healthful environment for employees and customers, protecting the public, and preserving our property and assets.

Employment “at will”.

Employment with PES is "at-will." This means that you may terminate your employment at any time with or without notice or cause. It also means that PES can terminate your employment, at any time, with or without notice or cause. In addition, PES may need to alter your employment status, employment hours, schedule or demote you at PES’s own discretion with or without notice or cause.

As an at will-employee, you are not guaranteed, in any manner, that you will be employed for any set period of time. No one in PES, except the President, in a written, signed contract, may make any representation or promise to you that you are other than an at-will employee. Any employee, manager or supervisor who makes such a representation or promise to you is not authorized to do so.

Equal Employment Opportunity.

It is the continuing policy of PES to provide equal-opportunity employment to all employees and applicants, without regard to race, creed, color, sex, religion, national origin, citizenship, age, veteran status, disability, pregnancy, and any other protected categories (e.g., marital status, sexual orientation or sexual identification). This policy relates to all employment decisions, including those in connection with recruitment, hiring, training, promotion, compensation, benefits, termination, and all other terms and conditions of employment. All of our policies are in accordance with federal, state and local equal employment opportunity principles and other related laws.

PES condemns and will not tolerate any conduct calculated to intimidate, harass, or otherwise discriminate against any employees on the grounds listed above. Any employee who feels that his or her rights have been violated under this policy should inform PES.

Standards of Conduct.

Every employee is expected to act in a professional, responsible, and courteous manner at all times. Every employee assigned to work on a project is expected to follow the instructions and directions of his/her supervisor. Such behavior fosters a positive and productive working environment. Conversely, inappropriate or unprofessional behavior is disruptive and unproductive. Moreover, inappropriate conduct is cause for discipline, up to and including immediate termination.

Of course, it is impossible to identify all standards of conduct that are unacceptable. Each employee is expected to use common sense and good judgment in achieving this goal. However, the judgment of the company an employee is assigned to, and not that of any individual employee, is the benchmark for what is acceptable and what is not. An employee’s conduct is not made acceptable solely because the employee believes it to be. Nor may an employee excuse his or her conduct because this manual does not specifically prohibit the objectionable conduct. PES expects that employees recognize that inappropriate conduct, from rudeness to theft, is unacceptable. The decision as to what is inappropriate is left in the company’s hands and sole discretion.

Medical restrictions.

It is the responsibility of the employee to notify management and provide medical verification for any restrictions placed on the employee’s normal job performance due to illness, physical or mental condition.

Pay periods.

We strive to pay wages that are competitive in our industry. The Company payroll week runs from Monday through Sunday. Both management and non-management employees receive paychecks weekly on Friday for the preceding two-week period. Direct deposit is available and is the preferred method of payment. We are not responsible for delays if you request your check be mailed.

Holiday Pay.

Employees may be required to work on days which are typically considered “holidays” if the project manager chooses to work on such days. PES does not provide any additional compensation for days worked during federal or state holidays. However, you may be entitled to overtime compensation for any hours over 40 which you work as a result of working on a holiday.

Bereavement Leave.

In the event of the death of your spouse, child, parent, sibling or grandparent, you may be granted unpaid leave for three (3) consecutive days off to attend to family bereavements.

Employee Advance Pay.

When an employee requires an advance on their pay the first advance is subject to all applicable fees to transfer the money to the employee, regardless of the reason. If the employee requires additional advance pay, a 15% administrative processing fee will be added to the amount of money borrowed by the employee in addition to the transfer fees or FedEx charges. The amount for an advance shall not exceed \$300.00 dollars and the employee will have the money deducted in full from his/her next paycheck.

Reporting accidents.

PES expects all employees to be safety-conscious, follow safety rules, and to immediately alert the supervisor on the job to which you are assigned to any conditions in the work place that are believed to be unsafe or unhealthy. Because PES does not oversee or supervise the work of employees, each employee must be vigilant in observing the safety rules in effect at the place where you are assigned to work. If an employee is injured, he/she should immediately notify the supervisor on the job, file any accident or incident report you are asked to file, and seek medical attention if warranted.

Workplace injuries.

PES does not control the method, manner or nature of the work of any employee. Your work is directed and managed by the company to which you are assigned. If you are injured on the job, you may seek workers compensation benefits for your medical treatment and part of any income you may lose while recovering from an on the job illness or injury. Specific benefits are prescribed by law depending on the circumstances of each case. It is against the law for a company to terminate or punish an employee for reporting an accident or injury. All reports of first aid, accidents, illness (due to work) and injury must be reported within 24 hours of incident. Statistics show when an incident is reported quickly, the long term expense is less to all parties involved.

Safety First.

Injuries can be prevented. PES believes that it takes a joint effort and an effective safety and compliance program to achieve an incident free workplace. Safety education from all workers in the recognition and avoidance of unsafe working conditions and practices shall be conducted throughout all phases of the work performed by the sub-contractor. All practical steps will be taken to maintain safe and healthful workplace.

Federal Family and Medical Leave (“FMLA”) Rights

Basic Leave Entitlement:

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

“Son or daughter” under the FMLA includes not only a biological or adopted child, but also a foster child, stepchild, a legal ward, or a child of a person standing in loco parentis. Loco parentis means the employee intends to assume the responsibilities of a parent and provides either day-to-day care or financial support for the child. No legal or biological relationship is required.

Military Family Leave Entitlements:

Eligible employees with a spouse, son, daughter, or parent on covered active duty or called to covered active duty status in the Armed Forces (including the National Guard or Reserves) may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a family member who is a covered service member during a single 12-month period.

A covered service member is:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness and who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the five years preceding the date of medical treatment, recuperation or therapy.

A serious injury or illness is:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the five years preceding the date of medical treatment, recuperation or therapy, a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) that manifested itself before or after the member became a veteran.

Benefits and Protections:

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements:

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Computation of 12 Month Period:

Premier will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

Definition of Serious Health Condition:

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health

care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave:

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave:

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities:

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities:

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;

- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer under the FMLA.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information: 1-866-4USWAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

Safety and Compliance

The Safety and Compliance program will assist management and employees in controlling hazards which will minimize employee and client injuries damage to their property and damage to Premier Electrical Staffing's property.

It is the responsibility of all employees to comply with this program!

Please take the time to read and understand these safety policies and procedures, It is your responsibility (and ours) to make this program work. You are a valued member of our team and we care about your safety.

Safety and Health Requirements.

All employees will comply with the provisions of the OSHA Health Act of 1970. Therefore, any employee who, knowingly commits an unsafe act or creates and unsafe condition, disregards the safety policy, or is a repeated safety or health offender, will be subject to disciplinary action.

The following instances are grounds for termination of employment:

1. Consuming alcoholic beverages 6 hours prior to reporting to work
2. Consuming alcohol or drugs during work hours
3. Fighting
4. Theft
5. Willful damage to property
6. Failure to wear eye protection, hearing protection, safety helmets, etc.
7. Not using safety harnesses and lanyards when there is a potential for falling and performing work more than 2 feet in the air.
8. Removing and/or making inoperative safety guards on tools and equipment
9. Failure to follow recognized industry practices
10. Failure to notify Premier Electrical Staffing, of a potentially hazardous situation
11. The possession of alcohol, illegal drugs, weapons and/or ammunition.

The following safety and accident activities will be adhered to.

Report ANY and ALL illnesses or injuries on the job immediately to your

Regional **supervisor**. Corporate contacts:

Corporate Office at the Raleigh, NC

Division (919) 420-7576

Notify your immediate supervisor if you become ill while on the job. Inform your supervisor if you have a disability or physical handicap. Never move an injured or ill person, unless to prevent further injury.

Non-Emergency Medical Treatment.

For non-emergency work-related injuries requiring professional medical assistance, **management must first authorize treatment.** If you sustain an injury requiring treatment other than first aid:

- 1) Inform your supervisor.
- 2) Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- 3) Provide details for the completion of the Employee Report of Accident, Injury or Illness.

Emergency Medical Treatment.

If you sustain a severe injury requiring emergency treatment:

- 1) Call for help and seek assistance from a co-worker.
- 2) Dial 911 to request assistance and transportation to the local hospital in the event of an emergency.
- 3) Provide details for the completion of the Employee Report of Accident, Injury or Illness.

Safety Rules.

It is impossible to list or include all safety rules for all the possible tasks you may have to do. But the following rules have been prepared to help you avoid hazards, which may cause injury while doing some of the more common tasks you may be asked to do. You should study and follow the rules provided in this booklet, and ask your supervisor for additional rules when asked to do a task you are not familiar with, and this booklet does not cover. Failure to follow safety regulations and/or safe practices will result in disciplinary action, up to and including termination.

- Read and follow the safety notices and other information that are posted.
- Observe and follow all safety instructions, signs, and operation procedures.
- Ask for assistance from your supervisor or Safety & Compliance when you are unsure of a work or safety practice.
- Help your fellow employee when they ask for assistance or when needed for their safety.
- Never participate in "horseplay". Horseplay that results in injury is often not covered by Workers' Compensation.
- Clean up spills immediately.
- Report all unsafe conditions, hazards, or equipment immediately.
- Make sure other people are warned of the problem so they may avoid it.
- Clothing worn during working hours shall consist of the following:
 - Your pants should be in good condition, no rips, or tears and should not drag the floor.
 - Shirts may be short sleeve with sleeves no less than three inches from the shoulder seam.
 - Clothing shall be snug fitting to reduce the possibility of catching on objects.
 - Electrical workers are required to wear cotton.
 - Wear personal protective equipment as required to reduce injury potential

- Remove all jewelry before reporting to the jobsite.
- Use gloves, safety glasses, back support belts, etc., as necessary.
- Never stand on chairs, furniture, or anything other than an approved ladder or step stool.
- Prescription medication should only be used with your Doctor's approval.
- Make management aware of your use of legally prescribed drugs, which may affect your job performance.

Personal Protective Equipment.

Eyes.

ANSI approved safety eyewear (safety glasses with side shields, goggles. etc.) are required to be worn on all jobsites (except as otherwise permitted by your supervision). ANSI eye protection standard is Z87.1-2003

Hearing.

Hearing protectors shall be provided and shall be worn in high noise situations. Your supervisor will advise you when to wear hearing protectors. Some examples of where they shall be worn are:

- 1) Using noisy equipment such as jackhammers.
- 2) In confined space while using pneumatic or high pitch tools.
- 3) In areas where levels exceed 85 decibels of noise for long periods of time.

Hard Hats.

Hard hats are required on all job sites except as otherwise permitted by management. Ball caps are not allowed to be worn under hard hats. Safety toe, leather, ankle high work boots with soles capable of avoiding puncture are required to be worn while on all jobsites unless otherwise discussed with your supervisor.

Hand Tools.

Wear protective equipment necessary for the job you are performing.

Discuss any required safety equipment with your supervisor as changes occur.

Defective tools must not be used.

Do not carry sharp hand tools in clothing.

Check all wiring on electric hand tools for proper insulation and 3-prong plug grounding.

Hammers: Use eye protection at all times.

Screwdrivers: Use the right size and type of screwdriver for the job. Do not use a screwdriver as a chisel.

Wrenches: In using any wrench, it is better to pull than to push. If you have to push, use your open palm.

Use the proper wrench for the job.

Handsaws: Saws that are sharp and rust free are less likely to bind or jump. Insure the object being cut is secured tightly to a flat surface.

Power Tools.

Only employees who have been trained in the operation of a particular power tool in use will be allowed to operate such tools.

Do not operate equipment that has had guards removed or other safety devices made inoperative.

Do not remove guards from tools or equipment or make such devices inoperative.

Do not use electrical cords with broken insulation, exposed wires, or defective ends. Do not use a three-wire electrical cord without a ground pin.

A ground fault circuit interrupter (GFCI) will be used ahead of extension cords used to supply current to power tools.

Stop all fuel powered tools while fueling, servicing, or maintaining.

Do not use power tools in enclosed spaces unless proper ventilation is maintained. Consult with your Supervisor.

Powder-actuated tools shall not be used in an explosive area.

Welding, Cutting & Brazing.

Only authorized and trained personnel shall be permitted to use and handle welding, cutting and or brazing equipment.

Always use proper personal protective equipment (i.e., safety glasses with cutting shield, gloves, leathers, and respiratory devices), if necessary.

Exposed skin must be covered to prevent burns (leather or wool are best for coverings). Never wear polyester (it's flammable).

Keep compressed gas cylinders in an upright position and secured. Caps are to be kept on tanks not in use. Full oxygen cylinders must be separated from full fuel cylinders by a minimum of 20 feet or a suitable fire wall.

Inspect visually all valves, regulators, and hoses before using equipment it must be kept clean and in good condition. Keep tanks free from oil and grease.

Never attempt to repair any gas cylinder or valve. Report any defects to your supervisor.

Refer to the welding, cutting and brazing safety program for specific procedures. Consult with your supervisor to assure compliance.

Ladders & Scaffolds:**Ladders.**

Do not exceed manufacturer's specified load ratings. The load limit includes you and any equipment/tools you'll use while working on the ladder. Prior to use, inspect the ladder for loose or missing rungs, rails, braces, hinges, screws, nuts or bolts.

Inspect extension ladder ropes and extension locks; also don't use a ladder that does not pass this inspection.

Select a ladder long enough for you to work safely, without standing on the top rung or stretching beyond a safe distance. Working from or standing on the top two (2) rungs of a ladder is prohibited.

Do not carry heavy or bulky equipment up or down a ladder. Throwing or dropping tools or materials from the ladder is prohibited. When using a ladder to reach a roof or platform, make sure the ladder extends at least three feet beyond the roof edge or support point. Secure the ladder at the bottom until it is secured at the top.

Ladders are to be used only for the purpose for which they are designed.

Scaffolds.

Prior to use, inspect scaffold before climbing onto it.

If scaffold is unsafe do not mount it, report unsafe conditions to your supervisor.

Each platform on all working levels of scaffolds shall be fully planked or decked between the front uprights and the guardrail supports unless your supervisor determines a wider space is necessary.

Employees shall not work on scaffolds over 10 feet in height, having a minimum horizontal dimension in either direction of less than 45 inches, that are not provided with standard guard rails.

Employees shall not work on, or pass under, a scaffold unless the scaffold has been provided with a screen between the toe board and top rail, extending along the entire opening, consisting of No. 18 gauge 2 inch wire mesh.

Employees shall not use cross-braces as a means of access to scaffold work platforms.

Consult your supervisor for safe anchorage points when structural members of building cannot be used.

Fall Protection.

Prior to use, inspect fall protections before use.

If harnesses, straps, etc. are not in good condition, report the condition to your supervisor. Fall protection equipment that is in poor condition must be replaced.

100 percent tie-off is required.

If you are in a bucket truck or a boom lift you should have a boom strap for the boom then attached your lanyard to it, then to the full body harness.

If you are in a lift above 6 feet but not above 16 feet high you need a full body harness and a standard lanyard. But if you are 16 feet or higher you need a full body harness absorbent type lanyard.

If you are using an extension ladder you must tie it off, secure it, plus use fall protection.

Fire Safety.

Report all fire hazards to your supervisor immediately.

Fire extinguishing equipment shall be used for firefighting purposes.

Smoking is not permitted at any time in the areas where "No Smoking" signs are posted. Do not obstruct access to firefighting equipment.

Keep doors, aisles, fire escapes and stairways completely unobstructed at all times.

In the case of a fire, your first consideration must be the safety of all persons, and then attention should be directed to the protection of property.

Change clothes immediately if they are soaked with oil, gasoline and paint thinner or any other flammable liquid.

Know how to report a fire and how to turn on a fire alarm.

Know the location of all fire extinguishers, and how to use them. Know the fire exits to be used in an emergency.

Material Handling:

General.

When lifting, lift properly. Keep the back straight, stand close to the load, and use your leg muscles to do the lifting, keeping the load close to the body.

Never twist your upper body while carrying a load.

When lifting heavy objects, utilize a two-wheeled dolly, or, ask for assistance from another employee.

Inspect the object you are going to lift for sharp comers, nails, or other things that may cause injury. Use gloves when handling rough or sharp materials.

Cranes.

Operators must be certified and trained. Cranes must be inspected by the operator prior to each use and during use to make sure it is in safe operating condition. Any deficiencies shall be reported to the supervisor immediately before continued use. The operator must complete a daily inspection report of the equipment they will be operating. Cranes shall be barricaded during operations.

Cranes will not be operated unless outriggers rest on adequate cribbing or firm secure footing.

Slings, chokers, etc. will be inspected before each use. Any items which are worn, frayed, kinked or damaged in any way are not to be used and shall be taken out of service immediately.

Personnel platforms shall be designed by a qualified engineer or a qualified person competent in structural design.

Personnel platforms shall only be used when the suspension system minimizes tipping of the platform while employees are moving around on it.

All four comers of the platform must be supported. Also, each platform shall be capable of supporting, without failure, its own weight plus at least 5 times the maximum intended load.

Lockout/Tagout.

Do not perform any hot work unless you have been trained and authorized.

All affected employees or other employees must be notified that service is being performed under lockout/tagout.

Locks and tags necessary for isolating energy sources will be provided.

These devices will be used exclusively for this purpose and will be identified as such there will be no other devices allowed for this purpose. Follow customer's machine-specific procedures, including State and Federal regulations for lockout/tagout. You will be advised of these situations and expected to follow these policies and procedures.

Notify your supervisor if the customer asks you to perform hot work that endangers your safety or is not in compliance.

Confined Spaces.

A "confined space" is a space that is large enough and so configured that an employee can physically enter and perform assigned work; and has limited or restricted means for entry or exit (for example, tanks, vessels, silos, vaults, pits, excavations, etc.), and is not designed for continuous employee occupancy.

Do not enter any confined space until the area has been tested and declared safe by your supervisor or his designated competent person and you have been trained and authorized to enter the confined space.

Never take compressed gas tanks in to a confined space. A leak could be disastrous.

Never take flammable liquids or chlorinated solvents into confined spaces. Do not smoke in confined spaces!

Follow special customer requirements, including State and Federal regulations, for confined – Space entry. You will be advised of these situations and expected to follow these policies and procedures.

Your Safety Rights.

You should be aware of several important rights concerning safety which are protected by federal, state and local laws:

The right to a safe workplace free from recognized hazards.

The right to request information on safety and health hazards in the workplace, precautions that may be taken, and procedures to be followed if an employee is injured or exposed to toxic substances.

The right to know about the hazards associated with the chemicals you work with, and the safety procedures you need to follow to protect yourself from those hazards.

The right to question any instructions which requires you to disobey a safety rule thereby putting yourself or someone else in unnecessary danger of serious injury or requires you to perform a task which you have not been trained to safely perform.

Your Safety Responsibilities.

You also have important responsibilities concerning safety.

You're responsible for reporting all injuries and illnesses to your supervisor, no matter how Small.

The responsibility of always following the safety rules for every task you perform.

The responsibility of reporting any hazards you witness.

The responsibility of helping your co-worker(s) to recognize unsafe actions or conditions they cause.

Handbook Acknowledgement *Drafted*
February, 2013

I have received a copy of Premier Electrical Staffing's Employee Handbook, which I have read and understand.

Print Name:

Signature:

Date:

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