

PERSONNEL SOURCE, INC PRESENTS

SAFETY IN A CHANGING WORLD

Your Safety is Our First Priority

Work4Psi.com



CONTENTS



WHO

Who is Personnel Source?

We've been around for a long time, and expect you to be as well.



WHY

Why is safety so Important?

We need you. Our business partners need you. The world needs you!



WHAT

What do we do?

As a leading provider for employment services in the Pacific Northwest, we aim to select the best candidate for the best position.



HOW

How to be Successful & Safe

Safety can be simple. Safety can be complex...but safety does not have to be difficult.



PERSONNEL SOURCE, INC SAFETY

THE WHO

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WHO ARE WE?

ESTABLISHED IN 1975 AND STILL
GROWING

We are not just another staffing agency connecting candidates only to short term, temporary positions. Many of our clients partner with us to find new permanent employees, using us as an extension of their in-house hiring.



WHO DO WE WORK WITH?

YOU AND OUR BUSINESS PARTNERS ARE EQUALLY IMPORTANT

It starts with a connection.

It is our aim to find excellent employees for our clients, and excellent opportunities for you! This means we are looking for reliable, safety conscious and high quality employees.





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THE WHAT

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WHAT DO WE DO?

WE MAKE CONNECTIONS.
ONE RESUME. ONE INTERVIEW.
REAL CONNECTIONS.

With just one interview with our specialized team, you are exposed to several opportunities based on your skill set. Although we don't always get to decide who is selected for the position (many clients have final say), we can assure you that we ALWAYS try our best to connect our candidates with available matching opportunities!

Remember, you will NEVER be
charged for working with
Personnel Source, Inc.





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THE WHY

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WHY IS SAFETY SO IMPORTANT?



BECAUSE YOU ARE IMPORTANT!

We believe in you, and so should you.

We give you the opportunity to succeed but it is up to you to make the most of it!

You can succeed by being punctual, responsible, and hard working. But if you are injured, it might be difficult to accomplish!



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THE HOW

HOW TO BE SUCCESSFUL

&

HOW TO BE SAFE

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HOW TO BE SUCCESSFUL



BE ON TIME AND COMMUNICATE OFTEN

We are all about communication. If you are going to be late or absent for any reason, make sure to notify us as well as your direct supervisor!



INTRODUCE YOURSELF TO THE TEAM

Make sure to introduce yourself to your supervisor on day one and find out their preferred method of timekeeping. If you are unsure about anything...ask!



ALWAYS BE SAFE AND RESPECTFUL

If your job duties change, or if you feel unsafe at the workplace, let us know so that we can help! It's not just about preventing physical harm, but emotional as well. Everyone deserves respect, we are all in this life together.



SO HOW CAN I MAKE SURE TO STAY SAFE?

Let's go over a few things...

**ACCIDENT
PREVENTION**

BACK INJURY PREVENTION

HAND SAFETY

**PERSONAL PROTECTIVE
EQUIPMENT (PPE)**

**HAZARD
COMMUNICATION**

LOCK OUT / TAG OUT

INJURY FOLLOW-UP



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ACCIDENT PREVENTION

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ACCIDENT PREVENTION

PAY ATTENTION

It all starts with awareness

- If you notice an unsafe work condition, notify your supervisor immediately.
- If you feel the job is unsafe, contact PSI immediately as well.
- Many accidents happen during mundane and monotonous tasks, especially when working around dangerous equipment. If you notice your mind wander, take a moment to refocus.
- Make sure to be well rested!





KNOW WHERE YOUR TEAMMATES ARE

-Before working on or around machinery or equipment, always make sure you know where your teammates are, and communicate clearly what you are going to do.

LOCATE EMERGENCY EQUIPMENT AHEAD OF TIME

-Memorize the location of the wash basin, fire extinguisher, eye rinse station, first aid kit, etc. BEFORE you start your day.

-Visualize what you would do in an emergency. Mental practice and visualization will help create a quick response if something happens.





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BACK INJURY PREVENTION & LIFTING TECHNIQUES

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4 LIFTING TECHNIQUES AND BACK SAFETY TIPS



1-PRESERVE THE CURVE

Your Spine keeps it all together

- Your spine is made up of vertebrae and discs.
- Discs absorb shock.
- Standing can add 100lbs of pressure to your back.
- Sitting can add 140lbs of pressure as well!
- Both sitting and standing too long can cause issues, make sure to take quick breaks from your position.

2-BUILD A BRIDGE

Create a support

- Use an object or your body to build a "bridge" between your back and the object you're trying to pick up or carry.
- Tighten and engage your core abdominal muscles to help add additional support.





LIFTING TECHNIQUES AND BACK SAFETY TIPS

3-KEEP IT CLOSE

The closer you hold it, the safer it is

-Keeping a held object close can relieve a tremendous amount of pressure from the lower back. Holding something just 20 inches away can add 10 times the amount of pressure on your spine!



4-LOCK & LIFT

Engage your Supporting Muscles

- Lock your stomach muscles BEFORE you lift.
- Squat down (rather than leaning over) when picking up objects from the ground.
- Whenever possible, use your bigger muscles (usually your legs!) to help take the strain away from your back



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HAND SAFETY

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LETS TALK ABOUT ONE OF THE MOST COMMONLY INJURED BODY PARTS...



Hands

Arms

Fingers



HAND AND EXTREMITY HAZARDS

There are quite a few,
but let's talk about the top

5:

1. Contact Injuries
2. Pinch Points
3. Rotating Devices
4. Cutting Hazards
5. Pressure Injection Injuries



CONTACT INJURIES

Contact Injuries are injuries caused by physical contact with certain types of machinery or chemicals.

- Contact injuries involve the loss of skin and can cause infection. To prevent this, **wear gloves** if possible.
- **Burns** from flames, steam, electricity, welding, chemicals and extreme cold can cause damage to the skin and tissue beneath it if proper Personal Protective Equipment (PPE) is not worn.
- In addition to wearing PPE, you should **know where wash basins and emergency eye wash stations are located** within your facility.
- Often times **your nose can detect chemically irritating materials. Don't touch chemicals until you are prepared** (i.e.. wearing gloves and eye protection). If you do not know what you are working with, refer to a Material Safety Data Sheet (MSDS).
- Dermatitis is often underestimated. Contact Dermatitis is often an **allergic reaction** to plants, viruses, bacteria and rough materials.
- Irritant Dermatitis is often caused by acid, cleaners, cutting fluids and caustic substances.
- **Hands can be protected** by using barrier creams and gloves.



PINCH POINTS

Anywhere your hand can be caught between two objects.

- Pinch points can fracture or crush your hands and fingers.
- Make sure you keep all exposed parts of your body clear of pinch points.
- Be aware of how machinery moves and contacts each other.
- Gloves will help, but are not to be substituted for anticipating pinch point locations.





ROTATING DEVICES

Anywhere your hand can be caught in moving machinery.

- Items such as wheels, belts, rollers, chains and shafts that are moving at high rates of speed. It is best to remove jewelry and gloves before beginning work.
- To properly cut the power of equipment that is being repaired or maintained you must lock out the machine.





CUTTING AND CRUSH HAZARDS

FAMILIARIZE YOURSELF

Anything with moving parts is a potential risk. Familiarize yourself with your equipment and keep it clean at all times.

MACHINERY CAN EASILY CUT, LACERATE, AND CRUSH TISSUE, TENDONS, OR BONES

PREVENT IT!

Measures should be taken when near machinery that can cause an injury. Wear proper gloves, use correct tools, and ensure all guards are in place at all times.



PRESSURE INJECTION INJURIES

Pressure Injection Injuries are sustained while injecting air, water, or chemicals at high pressures into the body.

- Always be careful when working with or around grease guns, hydraulic lines, spray paint, diesel fuel injections, etc.
- Chemicals can be accidentally injected into tissue causing internal damage.
- If you sustain a Pressure Injection Injury, follow proper procedures and seek appropriate medical attention if needed.





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PERSONAL PROTECTIVE EQUIPMENT (PPE)

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PERSONAL PROTECTIVE EQUIPMENT (PPE)

Many jobs require the use of various types of PPE. This equipment must be used or worn properly to prevent injury in accordance with specific job sites.

- PPE is generally categorized as Eye & Face , Head, Foot & Leg, Hand & Arm, and Body Protection.
- Where required, all PPE must be worn at all times while at the job site. Failure to do so may result in immediate termination from the position.
- If you are providing your own PPE, you must first speak with your supervisor or on-site safety manager to ensure your equipment is approved and meets their required safety standards.





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HAZARD COMMUNICATION

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HOW DO I KNOW IF A SUBSTANCE IS DANGEROUS?

NEARBY HAZARDS

Some positions require working with or near hazardous materials. It is important to familiarize yourself with container labeling, material safety data sheets, and how to safely interact with the substances.

HAZARD COMMUNICATION TRAINING

Due to the nature of our business, some of our client companies you may be assigned to will conduct the Hazard Communication Training for Personnel Source.

DON'T GUESS

If you are unsure what type of substance you are working with, contact your immediate supervisor or safety personnel for clarification. You may obtain a complete list of all known chemicals that may be used by employees of Personnel Source at each work site. Further information on each noted chemical can be obtained by reviewing the Material Safety Data Sheet located at your work site.



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LOCKOUT TAG OUT

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LOCK OUT / TAG OUT

EVERY TIME BEFORE MAINTENANCE

- Lock out/Tag out is a safety system used to protect the individual(s) who will be performing maintenance on any machine. Only the person who put the lock on can remove the lock.
- The locks are used to lock out the energy source so that no one can turn the source back on.
- Locks may be accompanied by "DO NOT OPERATE" tag

The program was put into place to keep those working on tools/machines safe from harm and to avoid accidental injuries or death.



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INJURY FOLLOW-UP

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**NOTIFY YOUR
SUPERVISOR
THEY CAN HELP**

Notify your local management right away so that they can help ensure you are treated and respond appropriately based on severity.

**TAKE ACTION
YOUR HEALTH IS KEY**

If medical attention is needed, visit the nearest urgent care (have someone drive you if you are unable). Let them know Personnel Source is your employer.

**CONTACT US
WE NEED TO KNOW**

We will need to make sure the proper paperwork is completed and any restrictions placed by a healthcare provider are followed. We want to keep you safe!



***There are a lot of procedures
and checklists to ensure a safe
workplace.***

**However there is one person that is the most
responsible for insuring your safety...**



PERSONNEL SOURCE, INC SAFETY



You.

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**Thank you for choosing
Personnel Source, Inc.
For more information please visit
www.Work4Psi.com**

We Appreciate You!
