



SAFETY AND HEALTH POLICY STATEMENT

CLEVELAND BRANCH

First Assist is committed to the safety and health of all employees. Whether you are a new or current employee, please take a moment to review the following information.

Accident Prevention Coordinator

Lynn Rampley is the designated Accident Prevention Coordinator for First Assist in Ohio. You can contact her at any time to discuss safety issues or concerns you may have, to report a safety hazard or to report an injury. If you need to reach her about a safety issue after office hours, the on-call coordinator will take a message and Lynn will call you back.

Reporting Procedures

Prompt reporting by our field staff of workplace injuries or hazards is essential, especially since First Assist does not directly control the safety and health of our field staff at the client site. I would like to take this opportunity to remind you about First Assist reporting procedures:

- If you see a safety hazard in the workplace, report it to your site supervisor immediately. If you have concerns about the safety of your work environment at a client site that you feel are not being addressed by the client, talk to the Accident Prevention Coordinator, your Staffing Coordinator or Recruiter. Fill out the Safety Hazard Report form given to you when you started employment with us and send it to First Assist if you have any safety concerns about a client site.
- If you are injured on the job, you must report the injury to First Assist and to the supervisor in charge at the client facility during the shift in which the injury occurred, regardless of the nature of the injury or its severity. Failure to report an injury during the shift in which the injury occurred may be grounds for disciplinary action. First Assist will report all on the job injuries to Crawford & Co., our MCO, immediately. In turn, Crawford will report worker' compensation claims to the Ohio Bureau of Workers' Compensation within 24 hours of notification.
- If you are injured, you must be seen by a physician in the client facility Emergency Room or your own physician.

Continuing Education and Annual Updates

First Assist provides you with monthly mailings on safety issues and related topics. Please read them carefully.

Every employee must review the First Assist Employee OSHA Safety Manual annually and complete the annual test and acknowledgment.

Transitional Work Program

A transitional work program is the use of modified work tasks to help an injured worker recover until he/she can return to full duty. Injured workers may recover more quickly if they are able to continue working during their recovery. Where possible, First Assist will seek to identify modified duties within the physical restrictions recommended by the treating physician that injured workers may perform at a client site, First Assist office or other site.

Policy Communication

This will be provided to all new employees upon hire and annually thereafter.

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A safe work environment is everyone's right and responsibility. First Assist appreciates your commitment to safe work practices and the highest professional standards. Thank you for your continuing support.



Mary Richardson, President and CEO