



# Field Associate Safety Guide

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## About this Safety Guide

Our dedicated Risk Management department is devoted to the safety, health, and wellbeing of each of our associates.

Working safely is a top priority and it takes EG, the client, and our associates to make this possible. Never take short cuts or risks on the job: if it can't be done safely, we encourage you not to do it.

This guide will familiarize you with some of the basic safety techniques that EG adheres to. Additional training will be provided on a job-by-job basis. Please reach out to your supervisor or to EG with any questions or concerns.

To begin, watch this short clip about the importance of safety to our team:

<http://bit.ly/EGWSSafety>

## Safety Guide

### Personal Protective Equipment

We recognize that workplace hazards exist in many different forms: sharp edges, falling objects, flying sparks, chemicals, noise and a myriad of other potentially dangerous situations. Controlling a hazard at its source is the best way to protect employees. When engineering, work practice and administrative controls can't protect employees, employers must rely on Personal Protective Equipment (PPE) and ensure its use.

PPE is equipment worn to minimize exposure to a variety of hazards. EG partners with our clients to ensure our workers are educated on the proper PPE required for each job and provides the proper PPE with the exception of shoes.

EG employees are responsible for:

- Properly wearing PPE
- Attending training sessions on PPE
- Caring for, cleaning, and maintaining PPE
- Informing an Account Manager of the need to repair or replace PPE

### Lock Out/Tag Out

Having a good understanding of machine guarding, safe operation, lockout/tag out if applicable and what to do in an emergency are essential to keeping you safe. You will receive site-specific training in these areas when placed into your assignment.

### Globally Harmonized System of Classification and Labeling of Chemicals

The Globally Harmonized System of Classification and Labeling of Chemicals (GHS) is a system for standardizing and harmonizing the classification and labeling of chemicals to ensure the safe use of chemicals in the workplace. The pictograms below are used to communicate hazard information on all chemicals. OSHA requires client sites to have Safety Data Sheets (SDS) for all chemicals used in the workplace. Please familiarize yourself with these pictograms. You will receive site-specific training on-site at your assignment.



### Safe Lifting

Depending on your placement, you may be required to engage in lifting. Follow these guidelines to ensure you are following safe practices:

1. **Bend your Knees:** Bend your knees, not your waist. This helps keep your center of balance and lets your leg muscles do the lifting.
2. **“Hug the Load”:** Try to hold the object as close to your body as possible as you gradually straighten into a standing position.
3. **Avoid Twisting:** Twisting can overload your spine and lead to serious injury. Make sure your feet, knees, and torso are pointed in the same direction.

### Ergonomics

Ergonomics is a way to work smarter, not harder. The client site you are assigned to has designated tools, equipment, work stations, and tasks related to the job to make you feel as comfortable as you can while working. Follow these tips to ensure safe ergonomic standards:

- Use mechanical assistance when possible
- Keep work close to your body
- Keep repetitive work at elbow height
- Do detail work at chest level
- Try and move around when working
- During break/lunch do stretches and exercises

### Staying Alert

Sleeping during business hours is prohibited. Furthermore, tiredness is considered a safety hazard. Stay alert and awake on the job to avoid slower reaction time and mistakes.

### Bloodborne Pathogens

Bloodborne pathogens are a bacteria or virus that causes disease and is transmitted via blood or other bodily fluids. While the risk of being exposed on the job is extremely small, you should be aware of the appropriate actions to take if someone else becomes injured:

- Treat all blood and bodily fluids as if they are infectious; wear PPE such as gloves, eye and face protection, and other protective clothing
- Notify your supervisor immediately
- Call 911 if necessary
- **Do not** come in direct contact with the blood; if exposure does occur, wash carefully with soap and water
- If needed, get bandages or a clean towel for the injured person
- If possible, the person responsible for the exposure is required to clean the blood or other fluid
- If that person is unable to perform the duties, a designated person or group that is properly trained will respond
- Rope off or stay near the area to warn others

### Injury Reporting Hotline

If you have been injured on the job, it is important that you contact EG's Risk Management department immediately at **1-877-WAS-HURT (1-877-927-4878)**. EG is available to you 24-hours per day, 7 days per week.

# Safety Pledge

At EG, Safety is our top priority. Our Associates have taken the pledge to stay alert, stay compliant, and most importantly, stay safe.

Why is safety important to you?

Begin able to go home Everyday  
TO GO ON VACATION  
TALKING TO MY GRANDKIDS  
AND WAKING UP EVERYDAY  
Althea Patton

Porque voy todos los dias  
a mi casa con mi familia  
Elsa Torres.

I Want to leave here  
as I came in.

Andy Haenig

So we don't get injured  
at work.

Brenda  
Heisman

So I don't get hurt!



Dicki Saunders

Machines run well w/ good  
production  
so we can keep working and  
make more money

Jaden

MAKING IT HOME TO KIDS EVERYDAY

SARAL

So I can enjoy my  
life when I leave here!

Kathy  
Robrahn

Are you ready to take the safety pledge? Let us know why safety is important to you: