

# Safety & Your Staffing Partner

- Safety Tips,**
- Never operate a pallet jack unless you have been trained to do so.
  - Center the forks evenly under the load to maintain good balance and ensure stability of the load.
  - Stop moving your load if someone is in your way—don't assume the person sees you and can avoid you.
  - Use established traffic lanes and exercise caution to avoid collisions
  - Ask a spotter to assist you if your view is obstructed by the load
  - Park the pallet jack with the forks lowered when you are not using it.
  - Don't block exits, fire exits, or fire extinguishers.



**Lower Position**  
Put up the fingertips for low

**Neutral Position**  
Keep in the position to push &

**Lifting Position**  
Push down the fingertips for p



HOKA

Benq

# Safety First – Dual Responsibility

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Keeping Our Workforce Safe

# OSHA Temporary Workers Initiative

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Whether temporary or permanent, all workers always have a right to a safe and healthy workplace. The staffing agency and the staffing agency's client (the host employer) are joint employers of temporary workers and, therefore, both are responsible for providing and maintaining a safe work environment for those workers. (osha.gov)

**Host employers *must treat temporary workers like any other workers* in terms of training and safety and health protections.**

# Dual Responsibility

## Staffing Partner

- Perform a site assessment prior to placing employees on site
- Perform site assessments on a regular basis, but no less than annually
- Provide General Safety Training to all employees prior to placement
- Verify that the Host Employer has provided specialty or site-specific training for employees when they arrive on the assignment
- Report any injuries to the host employer

## Host Employer

- Provide a safe and healthful environment
- Provide site-specific and job-specific training
- Provide any refresher training as required by state and/or federal law
- Report any safety concerns, incidents, or injuries to the staffing partner
- Document all safety training that is completed by employees
- Record all OSHA recordable incidents per state and/or federal law



# Partners Personnel Safety Declaration



## Partners Personnel Safety Declaration

### Insistence on the Health and Safety of Each Employee

Our commitment to safety is a top priority at Partners Personnel. All associates, colleagues, clients, and vendors have a role. We intend to do everything we can to protect each other from injuries and occupational illness. We want you to know that we strive for continual improvement in our safety practices, and that you, our valued employees, play a critical role in our success!

### Partners Personnel is committed to working towards:

- Zero injuries, occupational illness, and incidents; all are preventable
- Ensuring that all our clients provide our employees with a safe workplace
- Taking timely corrective action where hazards are identified or where injuries occur

We want and need our employees to behave safely – We need your commitment to be safety-minded and work safely!

This required commitment to safety is not only your responsibility but also a condition of your employment.

As an employee of Partners Personnel, I commit to be safety-minded and to do all I can to ensure my own safety and the safety of others in the workplace.

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Signature

Date





# Got Safety

Keeping Our Workforce Safe

- In-house & contract safety professionals
- Client access to **1200+** online safety trainings in English & Spanish
- Client access to safety webinars & posters
- Live Safety Training in California
- Full-featured loss prevention program
- Injury & Illness Prevention Plan (IIPP)
- OSHA compliant periodic safety visits
- Accident investigations
- Proactive claims management
- CalOSHA citation defense
- Support from GotSafety

The graphic is a promotional banner for the Safety Partner Program. At the top, it features the logos for 'GOTSAFETY .COM' (a red triangle with 'GS' in black) and 'PARTNERS PERSONNEL' (a blue 'P' in a circle). A red horizontal bar below the logos contains the text 'SAFETY PARTNER PROGRAM'. The central image shows a close-up of two people in business attire shaking hands. The bottom of the graphic is a dark grey area with a large red chevron pointing upwards, and the text 'YOUR RISK MANAGEMENT & SAFETY SOLUTION' in white.

**GOTSAFETY .COM** & **PARTNERS PERSONNEL**

**SAFETY PARTNER PROGRAM**

**YOUR RISK MANAGEMENT & SAFETY SOLUTION**

# Safe Associates Field Engagement-S.A.F.E.

- ✓ The Partnership Specialist ensures all associates sign the **Wage and Hour Acknowledgement form** and explains end-of-day safety questions on our NOVAtime time clock
- ✓ The form can be electronically added to the associate profile

## Questions:

1. Was your workplace safe from hazards today?
2. Was your workday injury-free?
3. Did you take your rest and meal breaks uninterrupted today?\*

\*\*Optional depending on state requirements



# Safety Observation Criteria

## KPI Safety Observation Criteria:

- ☐ 1 Safety Walk-thru must be conducted to get credit for any observations
  - ☐ Minimum observations per Onsite client per week: 8

- ☐ Credit will be given for up to 3 observations per day per client

Each observation will be monitored for a minimum of 25 characters\*\* under the comment field, must contain:

✓ Action – describes situation/findings

✓ Resolution - who was notified and what correction was rendered

\*\*More than 25 characters

What was the incident?

Who was notified?

What counseling effort was made?

- ❖ Any form that is incomplete or does not contain at least 25 characters in the comment section will be rejected and not count in the weekly calculations.
- ❖ The objective is to have QUALITY (not necessarily quantity) observations that make a viable impact on our associate's wellbeing at the workplace which should result in lower IFR/SFRs (# of claims).





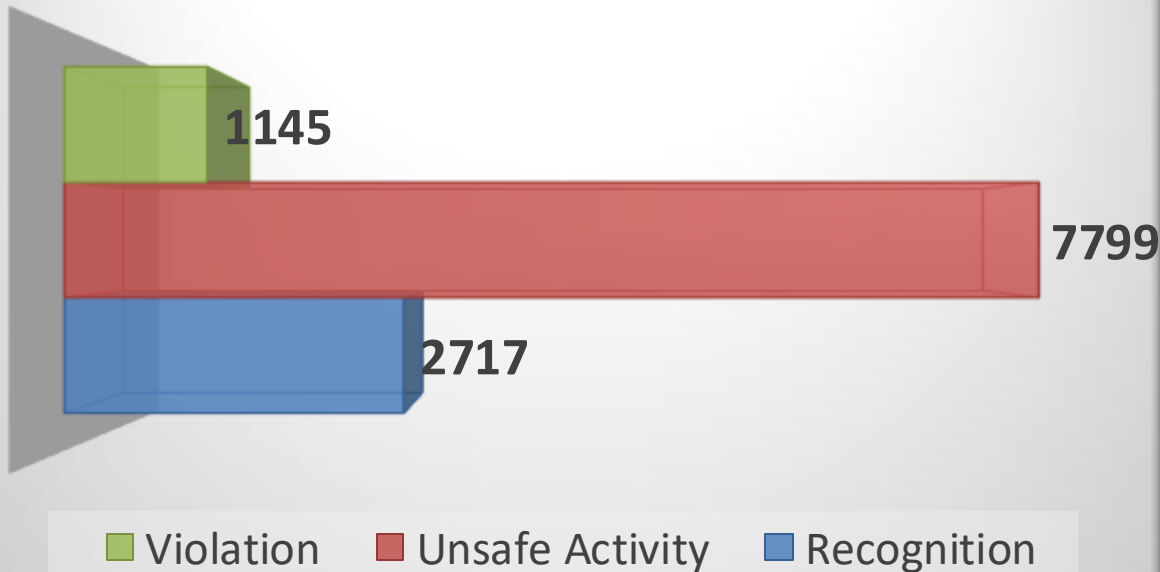
# Safety Observation Program 2025

Year-to-Date Safety Total  
Observations Conducted  
11,661

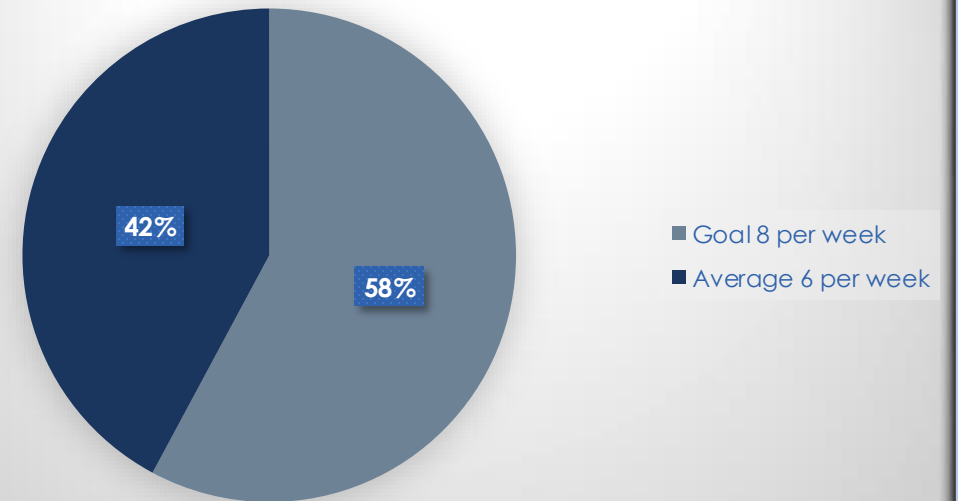
Notified Regional Safety  
Manager for Additional  
Resolution to Violations  
155

80 Onsite Accounts \*not all started  
Week 1  
YTD 25 Weeks  
Goal 8 per account per week  
Current average 6 per week

Observation Types



Average Observations Per Account



# Common Questions to Consider

## Staffing Partner

- Does your training program include our employees?
- Describe an employee's first day?
- What PPE is required and who needs to provide it?
- How do you want safety concerns communicated?
- Can a member of our safety team come and meet your safety team?
- What kind of safety incidents or injuries are you seeing?

## Host Employer

- What does your general safety training look like?
- Who is your safety manager/director?
- What does your injury/incident reporting look like?
- How do you onboard an employee?
- How do you want safety concerns communicated?
- May be asked to show OSHA summaries (300A)



# 2 Proposed OSHA Changes

## Powered Industrial Trucks

- Increased requirements for training and evaluation
- Mandatory annual refresher training instead of every 3 years
- Changes based on equipment and technology

## Heat Illness Prevention

- Employers need to develop a heat illness prevention plan
- Trigger point – Heat index of 80 degrees F
- Plan needs to include training, monitoring, and communication to name a few





# The Best Piece of Advice

- Communicate
- Communicate
- Communicate





**It is our privilege to  
partner with you!**