

Accident Prevention Program For *AccessPoint

*AccessPoint Staffing Solutions, Access Employer Staffing Services, and Access Jackson Employer Services, and/or its successors, and assigns are all individually and collectively referred to as "AccessPoint" solely for the purpose of this instrument or policy.

Management Commitment and Planning

AccessPoint believes that no job or task is more important than associate (worker) health and safety.

If a job or assignment represents a potential safety or health threat, every effort will be made to work with our client to plan a safe way to do the task.

If a worker observes any unsafe condition, which may pose a potential threat to their health, or safety, it is expected that associates will immediately correct the situation when feasible, inform an onsite supervisor, and contact AccessPoint Management, who has the responsibility to comply with MISOHA standards, and assure the health and safety of associates.

AccessPoint expects all clients to provide visible ongoing commitment, resources, and leadership to assure the safety and health of our associates while at each work site location.

We acknowledge the importance of creating a positive safety culture through associate involvement and effective policies and procedures.

 EXEC. V.P./C.F.O.
Signature of Owner/Chief Executive Office/President

SAFETY AND HEALTH OBJECTIVES

AccessPoint plans to achieve work safety and health through the following:

1. Designate qualified safety persons to coordinate the program.
2. Plan for safety before each new assignment
3. Make regular job site safety inspections
4. Follow safety procedures and rules
5. Ensure client is providing on-going safety training
6. Ensure safety rules and use appropriate discipline

DESIGNATED SAFETY COORDINATORS

AccessPoint has designated Loss Control Manager Betsy Miller, Vice President of Operations Shelley Mitchell, and Vice President of Sales, Melissa Johnson, to coordinate, implement, and administer safety and health systems. Responsibilities include:

1. Understanding potential job hazards, and how to eliminate them
2. Conduct, and/or assist with job safety analysis
3. Conduct regular job site safety and health inspections
4. Establish safety and health procedures
5. Coordinate with client work-site safety, and health training
6. Conduct or assist with safety meetings
7. Maintain documentation of training, inspections, and implementations of corrective actions
8. Participate in accident investigations, and implementation of corrective actions
9. Involve associates in the implementation of accident prevention programs
10. Monitor work comp claim reports for frequency, and severity at each client work-site

CLIENTS (WORK SITE) RESPONSIBILITY

Our client's attitudes play an important part of maintaining safe work practices, policies, and procedures. It is the clients (work-site) responsibility to identify potential hazards, identify methods to control, or eliminated hazards, ensure associates engage in safe and healthy work practices, and ensure associates receive safety training to do their work.

RESPONDING TO SAFETY AND HEALTH ISSUES

Our management will take prompt, consistent action when responding to safety and health issues. Management will demonstrate commitment to addressing safety and health concerns, as well as encouraging associate participation. Immediate supervisors will review, investigate, and take any necessary and appropriate action on all associate reports of hazards and potential hazards. The associate reporting the hazard or potential hazard will be notified of the outcome. Reporting hazards or potential hazards will be without fear, or reprimand.

ACCIDENT INVESTIGATION

1. All accidents resulting in injury or property damage will be investigated. The purpose of the

investigation is NOT to find fault but to find the cause of the accident so similar incidents can be prevented.

2. All accidents must be reported immediately to your work-site supervisor and AccessPoint at 1-888-Job-Team. Example, if you think medical treatment isn't necessary; you still have an obligation to report the incident so we can maintain consistent tracking and document refusal of medical treatment to comply with AccessPoint and our insurance carrier's policies.
3. Work-site supervisors must report all incidents to AccessPoint as soon as possible to help coordinate care and investigations.
4. All associates, workers who witnesses or have any knowledge of the incident must complete a written statement describing the incident.
5. AccessPoint will review and assist in the paper work to help determine the root cause of the incident and corrective action that may be necessary.

Personal Protective Equipment (as required by work-site*)

1. Hard hats will be worn on job sites at all times
2. Eye protection (safety glasses, safety goggles, face shields, welding helmets) will be worn when there are potentials of hazards from flying objects or particles, chemicals, glare or dust etc. *
3. Leather work boots or shoes shall be worn to protect from falling objects, chemicals, or stepping on sharp objects. Safety toe footwear may be necessary in some instances. Athletic or canvas-type shoes will NOT be worn.*
4. Protective gloves, welding sleeves, or clothing shall be worn when required *
5. Never use a harness or lanyards, be on a scaffold or ladder without AccessPoint instructing you that you have been properly trained and authorized to do this*
6. Reflective Safety Vest *
7. Radio*
8. Flashlight with a red glow cone for night or dark operations*
9. Hearing protection (ear plugs, ear muffs, etc)*
10. Dust masks, respirators WILL NOT be worn without the proper pulmonary function tests and respiratory fit tests and the authorization of AccessPoint

POLICIES, PROCEDURES, SAFETY AND HEALTH RULES

AccessPoint and Client work-sites are responsible for policies for safety and health procedures. Assignments or positions requiring specific safety and health procedures subject to MIOSHA training must be approved by AccessPoint before associates begin work at the Client work-site. Lockout/tag out, respiratory programs. MSDS right to know training and documentation must be provided to AccessPoint associates at the client work-site.

AccessPoint has informed associates, and will enforce the following safety rules:

All our safety rules must be obeyed. Client work-site specific rules must be obeyed. Failing to follow safety rules may result in disciplinary action up to, and including termination.

1. Wear appropriate clothing and use sun block to prevent sunburn
2. Do not run, always walk, and watch where you are walking.

3. AccessPoint has a Drug and alcohol free work place policy. The use of illegal drugs or being under the influence of illegal drugs or alcohol during work hours shall be grounds for termination. Inform AccessPoint and the Client work- site if you are taking a prescription drug that warns against driving, using machinery or being out in the sun.
4. Horseplay is not allowed, do not engage in any activity that could distract or endanger a fellow associate.
5. Keep your work area clean, pick up any trash and debris. A clean work area is important to job safety.
6. The use of a compressor to blow dust or dirt off your clothes, hair, body or hands is not allowed.
7. Locate and remember where fire extinguishers are placed, and how to use them. (ask for training if needed)
8. Correctly lift with legs, not the back. If a load is too heavy for you, GET HELP. Do stretching exercises prior to work activities.
9. Riding on equipment that is designed for only the operator is not allowed. The use of power tools and equipment without proper training is not allowed. If you have received training and still do not understand, ask for training again.
10. Immediately report any equipment, vehicle, tool, malfunction or any possible unauthorized alteration.
11. The removal of any safety devices or safeguards from machines is NOT allowed.
12. Unauthorized alterations of equipment, machines, tools and or vehicles etc
13. Know what emergency procedures have been established for your work-site (location of emergency numbers, first aid kit, fire extinguisher and evacuation plans. Etc.).

SAFETY DISCIPLINE

AccessPoint has implemented the following four step disciplinary system when safety rules are not followed or other unsafe actions endanger workers.

- First Violation: Oral warning; notation for personnel file
 Second Violation: Written warning; copy for file
 Third Violation: Written warning, 1 day suspension without pay
 Fourth Violation: Written warning, 3 day suspension without pay up to and including termination

The following are examples of safety violations that are so serious that they may result in immediate termination without previous warning-

- Entering a confined space without personal authorization from AccessPoint that this is authorized
- Being on any object or ladder that is over 6 feet from the ground without AccessPoint confirming with you personally this is authorized
- Entering any excavation sites
- Using fall protection (including but not limited to lanyards, harness, etc) without AccessPoint confirming with you personally this is authorized.

EMERGENCY PROCEDURES

In case of an emergency at a Client work-site, the following procedures shall be followed:

1. Method of communication will be determined at each work-site: telephone, radio, paging system, etc.
2. Posting of the following emergency telephone numbers shall be provided by the Client work-site: Police, fire, and medical response team.
3. Post the work-site address near the communication station
4. The client work-site shall post names of first aid responders on site.
5. The client work-site shall designate a person to direct emergency crews to site of emergency
6. Client work-site shall instruct each associate if known harmful plants, reptiles, animals, insects, or other environmental hazards are present, including: Potential hazards
7. How to avoid injury
8. Applicable first aid procedures to be used in the event of injury

SAFETY AND HEALTH WORK OBSERVATIONS

Safety and health work observations will be performed by Client work-site supervisors and or AccessPoint without any notice. Safety and health work observations are conducted to confirm that associate's have the proper training for the job they are performing. Any observations that demonstrate a lack of training or proper work procedures with will be promptly addressed as appropriate

ASSOCIATE INVOLVEMENT

Our associates are encouraged to make safety and health suggestions to help improve processes, prevent accidents, or to make improvements in the safety and health system. Safety suggestions will be shared with work site locations, clients and client supervisors. These suggestions can be made via email to safetysuggestions@yahoo.com.

ASSOCIATE PARTICIPATION

Our associates will be given opportunities that may include training, inspection or problem solving

Work Site Analysis

AccessPoint will conduct a work-site analyses, through job site visits. Listed below are types of work-site analysis actions that can be of assistance with identifying potential work site hazards.

1. Regular work-site safety inspections
2. Injury and illness trends from OSHA 300 logs
3. Accident and Incident investigations with corrective actions and any follow-up with associates and client work-sites as necessary
4. Personal Protective Equipment requirements
5. General Housekeeping

ASSOCIATE REPORT OF HAZARDS

Our associates play a key role in identifying, controlling and reporting any hazards that may occur or exist at a work-site. Associates, reporting of potential hazards can be an effective tool to trigger a closer look at a piece of equipment, operation or how a job is being performed. Reports of potential hazards can also provide suggestions on eliminating the hazards.

Accident/Incident Investigation

AccessPoint will conduct an investigation for all accidents and incidents reported. Our primary goal of conducting such an investigation is to determine the "root cause" of the accident/incident to prevent the risk of another occurrence. Investigation reports can help determine injury and illness trends over a period of time. Investigations are NEVER meant to place blame.

Accidents and "near miss" incidents will be investigated by an Account Representative, Client Supervisor, Loss Control Manager, Vice President of Operations, and/or the Worker's Compensation Insurance Carrier as appropriate.

HAZARD PREVENTION AND CONTROL

AccessPoint will do on site walk through to discuss with all work-site employers any hazards that may include any of the following:

Work practices personal protective equipment, administrative actions, and systems to track hazards and their corrections, preventative maintenance, emergency preparation, MSDS locations, and medical programs.

Through a team effort, all associates at AccessPoint will make safety a part of routine work practices.