

## OSHA Workplace Safety and Security

### OSHA

You have the right to a safe workplace. The Occupational Safety and Health Act of 1970 (OSHA Act) was passed to prevent workers from being killed or seriously harmed at work. The law required employers to provide their employees with working conditions that are free of known dangers. The Act created the Occupational Safety and Health Administration (OSHA), which sets and enforces protective workplace safety and health standards. OSHA also provides information, training and assistance to workers and employers. Workers may file a complaint to have OSHA inspect their workplace if they believe that their employer is not following OSHA standards or that there are serious hazards.

### Safe Practices Policy

We take safety very seriously. The Alpha Group, Inc. understands that each of our employees make a valuable contribution to both our organization, as well as our client's. We work hard to keep communication lines open with both you and the client. We strive to provide a safe workplace at each assignment. Should you encounter any problems or unsafe conditions or practices, show a positive attitude and report them immediately to your Alpha Recruiter or the Human Resources Director.

Each item listed below is pertinent to the specific areas of safety. While some may not be job-specific to you, please review each item carefully.

- We expect each employee working on assignment to obey every rule, regulation, and order necessary to the safe conduct of the workplace assigned.
- No employee shall knowingly be permitted to work while his or her ability or alertness is impaired by fatigue, illness or other causes that might expose him/her or others to injury.
- When working with heavy equipment and handling heavy materials, work shall be well planned to prevent injuries.
- When assignments involve lifting heavy objects, an employee should bend his/her knees and use the large muscles of the leg instead of the smaller muscles of the back. – *See the Alpha Website for more detail.*
- Employees should be alert to see that all guards and other protective devices are in the proper place and adjusted; any deficiencies should immediately be reported. Approved protective equipment shall be worn in specified areas.
- Our general policy is for every employee to follow safe practices, render every possible aid to safe operations, and report all unsafe conditions or practices to The Alpha Group, Inc.
- Employees may be required to purchase safety clothing, shoes and/or other safety equipment as a requirement of an assignment. Any employee who fails to have the required safety clothing, shoes or other safety equipment will be terminated due to a violation of The Alpha Group's safety policy. Any employee that has safety questions should speak with their Alpha Recruiter immediately.
- Employees may be required to take a drug test to ascertain if the employee is complying with The Alpha Group's safe practices policy.

The Alpha Group and our Clients strive to ensure a safe and secure work environment for all employees. The following policies exist to support that objective.

## **Workers Compensation**

The Alpha Group, Inc. recognizes that injuries may occur even if all precautionary measures are taken. In the event that you are injured, you should contact our Workers Compensation Coordinator immediately. You may call our standard business number (508) 285-8500 to report the accident.

The Alpha Group maintains a Workers' Compensation policy. We have set up procedures that, when properly followed, assure you of prompt action for your treatment, resolution of compensation issues, and assignment. You must provide us with a Full Duty Release from your doctor in order to be placed back out to work.

If you are injured on the job, you will need to see one of the health-care providers\* listed below. The Alpha Group's Workers Compensation Coordinator will make the first appointment; this ensures that the injured worker will be treated for the injury as quickly as possible.

Tristan Medical Care (Occupational Health Services)  
184 West Main Street, Norton, MA (508)824-0243

Occupational Health Services (*Associated with Sturdy Memorial Hospital*)  
211 Park St, Attleboro, MA (508)222-5200

Occupational Health Services (*associated with Milford Hospital*)  
115 Water St. (Hill Office Park, 2<sup>nd</sup> Floor), Milford, MA (508)422-2761

\*Other OHS facilities are available; the employee may also seek treatment from his or her personal physician.