



Atrium Staffing Health & Safety Policy – Associate Notice

The health and safety of our associates is a vital concern; therefore, Atrium strives to provide you with a safe and healthy work environment. All associates must make a conscious effort to be aware of safety procedures and potential hazards, at all times.

In order to promote safety and prevent accidents, please adhere to the following safety guidelines:

- Familiarize yourself with the safety practices and procedures at your assigned client;
- Devote your full skill and attention to the performance of your job responsibilities, utilizing the highest standard of care and good judgment. When lifting, bend your knees and keep your back straight. If the item is too heavy, obtain assistance before proceeding;
- If you become aware of any potentially hazardous conditions, it is your responsibility to report the situation promptly to your on-site supervisor.

If You or Another Atrium Associate Experience an Injury at Work:

- If you experience an injury at work that should require immediate medical attention, **please call 911 immediately**. Please then report the incident to your Atrium Relationship Manager as quickly as possible.
- If you do not require immediate medical attention, you still need to notify your on-site supervisor and your Atrium Relationship Manager as quickly as possible.
- Atrium recommends that whoever witnesses the incident should take notes or photos, if applicable. HR will run an investigation similar to when an employee issue arises – which means it is often necessary to speak with anyone who may have witnessed the incident or provided assistance to the employee. All this information ensures that the claim is properly processed.
- Please document the following:
 1. Who was involved?
 2. What happened?
 3. Where did the incident occur (specific location)?
 4. When did the incident occur (time/date)?
 5. How did the incident occur?
 6. Were there any witnesses?
 7. Did you seek medical attention? (where/when)
 8. Are you able to go back to work?

**PLEASE CALL YOUR ATRIUM CONTACT ASAP AND EMAIL THE HR DEPARTMENT
workerscomp@atriumstaff.com**

