

**Mountain
Temp
Services**

**Mountain
Professional
Staffing Services**

As a condition of employment

**INJURY
AND
ILLNESS
PREVENTION
PROGRAM**

For

**Mountain Temp Services
&
Mountain Professional Staffing Services**

Initials

INJURY AND ILLNESS PREVENTION PROGRAM

POLICY STATEMENT

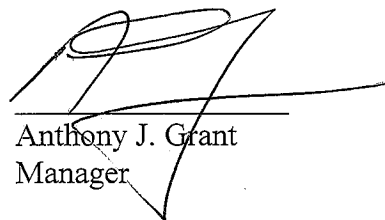
The primary concern of Mountain Temp Services and Mountain Professional Staffing Services is for the health and safety of all of our employees. We at Mountain Temp Services and Mountain Professional Staffing Services wish to provide a secure workplace for all employees on every job assignment. Our company shall be constantly vigilant in avoiding any accidents. We monitor every assignment and diligently try to be aware of all work situations our employees may be exposed to. We strive to comply with all safety and health standards and anticipate the cooperation of all of our employees toward this goal. Employee knowledge and understanding of this program is essential in helping us maintain the utmost in safe working conditions.

Mountain Temp Services and Mountain Professional Staffing Services employees and those persons directly supervising our employees must engage their full cooperation in carrying out our company Injury and Illness Prevention Program. All federal, state and local safety codes and regulations must be followed while any employee is on an assignment through our company. Mountain Temp Services and Mountain Professional Staffing Services is pleased that all of our personnel are engaged in assisting to keep work-related injuries and illnesses to a minimum. We are extremely proud of our record in reducing work-related injuries and illnesses.

The following is our company Injury and Illness Prevention Program. It should be read thoroughly and signed by each employee. The application and enforcement of Mountain Temp Services and Mountain Professional Staffing Services safety guidelines is essential to a positive accident prevention program.



Timothy P. Francis
Manager



Anthony J. Grant
Manager

DESIGNATION OF RESPONSIBILITY

The responsibility and authority for the implementation of the Injury and Illness Prevention Program has been assigned to Scott Davis and Claudia Miranda of Mountain Temp Services and Mountain Professional Staffing Services from hereon referred to as Safety Officers. The Safety Officers will be responsible for enforcing compliance by all parties with the principles of this Injury and Illness Prevention Program. There will be one designated assistant safety officer per office to implement and over see the Safety Program. When a question arises regarding safety these people will be called upon first, these assistants will then contact the Safety Officers if they need further guidance. David Rosier will hold the aforementioned position in Aspen, Javier Jimenez in Carbondale, David Olsen in Eagle-Vail, Doug Konkle in Dillon, Jeffrey Carrell in Steamboat and Jace Braun in our Rifle office. They will meet with all clients or their representatives to ensure proper safety requirements are followed, thus preventing personal injury or property damage to others. The Safety Officers and the Safety Officer's assistants will be responsible for informing all employees of our weekly safety meeting outline program and stressing its importance. Other actions include reviewing individual safety situations, recommending methods of accident prevention and performing accident investigations to avoid recurrences. In addition, the Safety Officers and the Safety Officer's assistants will ensure that all employees have proper protective safety equipment whenever necessary and will monitor the upkeep and availability of this equipment. Our Safety Officers and assistants will be in direct contact with the Aspen Medical Care, Glenwood Medical Associates, Vail Clinic Inc., Colorado Mountain Medical, P. C., High Country Healthcare, Yampa Valley Medical Associates, Yampa Works and Grand River Primary Care case manager to help monitor every accident claim. Despite these designations all permanent employees of Mountain Temp Services and Mountain Professional Staffing Services will be responsible for implementing and enforcing the Safety Program.

The ultimate responsibility for safety and health in the workplace rests with the management of Mountain Temp Services and Mountain Professional Staffing Services. Therefore, the Safety Officers and the Safety Officer's assistants will report directly to Timothy P. Francis, Manager of Mountain Temp Services and Mountain Professional Staffing Services. As a company, we are responsible for assuring that all employees follow the policies set out in this program. All permanent Mountain Temp Services and Mountain Professional Staffing Services staff, office managers, office administrators and office personnel will be responsible for the application of the Injury and Illness Prevention Program as well.

Ultimately, the employees of Mountain Temp Services and Mountain Professional Staffing Services are responsible for the prevention of accidents to themselves, fellow workers and property. Employees should alert Mountain Temp Services or Mountain Professional Staffing Services immediately of any dangerous situations and unsafe equipment. Please cooperate fully with your direct supervisor on any assignment and follow directions. We are concerned with our employee's safety and look forward to the full cooperation of our employees to assure compliance with this program. Remember that neglecting safety is neglecting job responsibility.

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DESIGNATED MEDICAL PROVIDER

Mountain Temp Services and Mountain Professional Staffing Services, in an effort to reduce medical and compensation costs, while improving patient care and communication between all involved parties, has selected the following medical facilities for the treatment of all work-related injuries and illnesses. Effective immediately, all employees must obtain treatment of work-related injuries and illnesses from:

**Aspen Medical Care
101 Founders Place – Suite 109
Aspen, CO 81611
970 920-0104**

**Glenwood Medical Associates
1830 Blake Avenue - 1st Floor
Glenwood Springs, CO 81601
970 945-8503**

**Grand River Primary Care
501 Airport Road
Rifle, CO 81650
970 625-1100**

**High Country Healthcare
265 Tanglewood Lane, Ste E-1
Silverthorne, CO 80498
970 468-1003**

**Vail Clinic Inc.
181 W. Meadow Drive – Ste 100
Vail, CO 81658
970 477-3000**

**Yampa Works
1024 Central Park Drive
Steamboat Springs, CO 80487
970 879-1322**

**Colorado Mountain Medical, P.C
322 Beard Creek Rd Suite 200
Edwards, CO. 81632
970-569-6330**

**Yampa Valley Medical Associates
940 Central Park Drive, Suite 100
Steamboat Springs, CO 80487
970 879-3327**

In the event of a life or limb-threatening emergency, the insured employee will be sent to the nearest emergency medical facility. A medical provider designated above must provide follow-up care. Mountain Temp Services or Mountain Professional Staffing Services will require alcohol and drug screening following an accident. Positive testing will result in immediate dismissal.

Employees must notify their supervisor immediately after an accident or injury occurs. If an employee fails to report the injury **within 24 hours of the accident, he/she risks having their claim denied!** If an unauthorized medical provider treats an employee, the employee will be responsible for payment of said treatment, unless a life or limb-threatening emergency existed.

All employees are required to read our designated medical provider memorandum and sign acknowledging this Mountain Temp Services and Mountain Professional Staffing Services policy.

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SAFETY RULES

Mountain Temp Services is primarily engaging in the placement of temporary employees into the construction industry. Mountain Professional Staffing Services is engaging in the placement of temporary office help. The following rules are basic principles of safety and general guidelines for both companies, as designated by the headings.

Mountain Temp Services

1. All work should be planned to eliminate and reduce the risk of personal injury.
2. During the course of new construction, construction remodels or construction repairs, keep all work areas free of debris and excess materials such as form and scrap lumber with protruding nails. The work area includes passageways, stairs, and rooms in and around any structures.
3. All employees will read the Material Safety and Data Sheet (M.S.D.S.) relevant to their job sites. All of our offices will have M.S.D.S. packets made available to our employees. It is vital that as an employee, you are aware of your surroundings and understand how to deal with any hazardous materials you may come in contact with on the job site.
4. Be familiar with the location of a job fire extinguisher and the location of a First Aid Kit. If a fire strikes, sound the alarm and call the fire department no matter how small the fire appears to be. Do not use the fire extinguisher but get out immediately.
5. The use or possession of illegal drugs or alcohol, while on any assignment, will not be tolerated and will result in **immediate dismissal**.
6. Personal protective ANSI approved equipment such as hard hats, gloves, dust masks, safety goggles and hearing protection are provided by our office and must be worn at all times in accordance with the job. Safety footwear shall be class 75 and can be obtained at several different locations in the valley and is each individual employee's responsibility. Shirts are to be worn at all times and shorts, tennis shoes, etc. will not be allowed. Our clients supply fall protection devices wherever necessary and certain fall equipment can be found in the Mountain Temp Services offices and will be distributed when needed. You must receive proper training before using any of this equipment.
7. Employees should only operate machinery and equipment that they have been trained to use. Follow directions and operation manuals at all times and review safety pamphlets that are available and will be distributed as an addendum to this packet. Make sure the equipment or tools have been properly maintained and all guards and built in safety precautions are operational. Wear the necessary protective equipment, and be extremely careful when working around heavy equipment. Mountain Temp Services will do everything possible to assure that no client puts an employee to work with equipment for which he or she has not received safety training. Inform an office employee of Mountain Temp Services if you are

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- uncomfortable with any equipment the foreman wants you to operate.
8. When working on new job sites our company will require that all contractors have securely protected trenches and proper excavation walls. If you notice any possible excavation collapses or potential excavation cave-ins report them immediately to your supervisor and to our office.
 9. Be aware of all power, gas, electric, cable and phone lines that may be exposed when digging and working in the ground. If you are unsure at any time, immediately speak to your foreman so that any line can be identified and dealt with properly.
 10. When working with shovels, picks and pry bars, watch that other persons are clear of your "line of fire", and be sure to stay clear of other persons using these tools.
 11. Always lift with your legs by bending at the knees. Keep your feet apart and get a good grip. Lift by straightening your legs while keeping your back vertical. Let your legs do all the work. Keep the load close to your body. Never lift heavy objects by bending at the waist. Ask for the help of a fellow employee if a load is too heavy or awkward. Use two man lifts and never lift over 45 pounds by yourself.
 12. At any time if you are off the ground you must be extremely cautious to prevent any possibility of falling. In order to do this it is important to inspect all equipment and make sure that it is free of damage and that it can handle the specifications of the job at hand. When working in areas that are 6'0" or higher off the ground, employees must wear a full body harness and be tied off with the appropriate lifeline. If you are unsure of the equipment, notify your foreman. He or she will then contact Mountain Temp Services. Stay alert at all times, use all equipment safely and properly, and practice good housekeeping on the job site.
 13. Ladders must be inspected for problems before erecting them. They must be properly placed on firm ground being aware of any overhead obstructions to provide a stable base. You must climb the ladder free of any tools one rung at a time making sure that you are always facing the ladder and maintaining 3 points of contact on the ladder at all times. Ladders must extend at least three feet above a landing. Do not overreach and never climb a ladder if you question its stability or its placement.
 14. Scaffolding, like ladders, must be inspected closely to determine if it is properly erected on stable ground and that all parts are in good condition. Guardrails must also be in place to prevent falls and serious injury while maintaining a height of 42 inches. Make sure that a competent person is erecting and dismantling the scaffolding structure. At heights of 10' or higher all employees must wear the proper fall protection. If you do not feel comfortable with the scaffolding or question its erection, immediately contact an employee of Mountain Temp Services.
 15. Employees should follow directions, use common sense and immediately report all unsafe working conditions to our office within eight hours or at the end of their shift.

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Mountain Professional Staffing Services:

1. Do not go outside the job description given to you by Mountain Professional Staffing Services.
2. Be aware of all workplace conditions including any hazards such as steps, wet floors, and any obstacles that could hinder movement.
3. Wear the appropriate clothing based on the job description given by Mountain Professional Staffing Services, i.e. shoes, attire.
4. Make Mountain Professional Staffing Services aware of any prior physical restrictions you have or medical conditions no matter how minor.
5. Immediately notify Mountain Professional Staffing Services of any concerns with the office environment, i.e. lighting, uncleanliness, carpeting, possible falling objects, etc.
6. Notify Mountain Professional Staffing Services of any unsafe equipment that may make for any unsafe working environment, i.e. electrical or poorly maintained office equipment.
7. Notify Mountain Professional Staffing Services immediately if you are experiencing a pain caused by your job.

All employees are responsible for cooperating with our office in the recognition and elimination of unsafe working conditions. Employees are responsible for adhering to all regulations pertaining to the elimination of any safety hazard that may expose others to injury or illness in the work environment. Good safety practices implemented by all employees will reduce accidents and their costs to all parties involved. Failure to follow Mountain Temp Services and Mountain Professional Staffing Services safety and health rules will result in disciplinary action and/or result in termination of employment.

PRESCREENING

Mountain Temp Services and Mountain Professional Staffing Services will take all steps necessary to ensure that employees are appropriately suited to their positions with regard to safety. We will only place an employee into a job if we are certain that he or she is capable of performing the job safely. We will use a prescreening process to evaluate the suitability of an employee for a prospective job. The Safety Officer will be responsible for monitoring the prescreening process.

There are two main requirements for proper prescreening of a potential employee. The first step is to define the job tasks in detail. By knowing exactly what the job entails and its physical requirements, it can be determined if an employee is qualified and suitable for the position. If necessary, the second step would involve appropriate medical evaluation to determine physical capability. This evaluation may include medical examinations as well as other considerations, such as prior medical histories and personal background checks. Mountain Temp Services and Mountain Professional Staffing Services use ADP Screening and Selection Services to gather this information.

Our sole aim in the prescreening process as described above is to maintain optimum safety in the workplace. By taking steps to find the right job for the right employee, we will be able to dramatically reduce the likelihood of any work-related injury or illness. Please remember, our primary concern is for the health and safety of every employee working for Mountain Temp Services and Mountain Professional Staffing Services.

SAFETY TRAINING

We presently send employees to work assignments that range from Pitkin, Garfield, Rio Blanco, Mesa, Eagle, Summit and Routt Counties thus making it impossible to have every employee meet at the same time. Some assignments may require employees to work only a few hours. With these and other factors involved, we realize a weekly meeting is unrealistic and have engaged in Safety Meeting Outlines to provide weekly safety literature for our employees. We feel that if every employee reads and discusses these outlines weekly with the Safety Officers and Safety Officer's assistants, work related injuries and illnesses would be drastically reduced. Before going on a job employees will be supplied safety cut sheets and/or shown safety video's that will demonstrate proper safety techniques and increase awareness of possible hazards they may find on a job. The cut sheets will be specific for the various trades we cater to and will act as a tool to increase the employee's awareness of possible hazards and proper safety techniques on the job site. Mandatory, quarterly safety meetings will be held at each office ensuring that all employees understand not only the importance of safety, but also the proper way to practice it.

DISCIPLINARY SANCTIONS

Mountain Temp Services and Mountain Professional Staffing Services have every intention of placing our employees into safe and healthy work environments. This goal can only be realized when all employees comply with the rules and regulations of Mountain Temp Services and Mountain Professional Staffing Services, as well as appropriate rules and regulations of our clients and their representatives.

Unsafe conditions, faulty equipment, inadequate safety training and other potential health hazards are not obvious and are difficult to identify. Your cooperation is essential in helping Mountain Temp Services and Mountain Professional Staffing Services identify and resolve potential health and safety hazards.

As employees of Mountain Temp Services and Mountain Professional Staffing Services you are employees at will and can be terminated without cause. Violation of any safety rule, failure to follow regulations or poor safety practices can lead to immediate dismissal.

Any employee determined to have caused an accident because of negligence or carelessness is subject to suspension and/or discharge. Any employee discovered to be in the possession of or under the influence of alcohol or illegal drugs (without prescription) will be immediately terminated. Any violation or deviation from Mountain Temp Services and Mountain Professional Staffing Services safety rules and regulations shall be considered cause for and result in appropriate disciplinary action including suspension and/or termination. Employees will receive a written warning, which they will sign for upon their first violation. Any violation of the safety rules beyond the first reprimand will result in the employee's discharge from the company. All employees must immediately report injuries and any unsafe conditions to their job supervisors and an office of Mountain Temp Services and Mountain Professional Staffing Services as soon as possible.

CLAIMS MANAGEMENT

A. GOAL:

Mountain Temp Services and Mountain Professional Staffing Services are concerned with the well-being of our employees. While accidents and illnesses happen, we believe that through our Injury and Illness Prevention Program, we can reduce them.

If any employee is injured or becomes ill on the job, we must take immediate action to begin rehabilitation towards pre-injury or pre-illness health. All employees should be familiar with the notice to employees regarding their rights under the Workers' Compensation Act. It is clearly posted in each of our offices that the employee is responsible to provide written notice to our office within four (4) working days of a job-related injury or illness. This initial communication is essential in an ongoing dialogue between Mountain Temp Services and Mountain Professional Staffing Services and our employee. However, our company wants every claim to be reported by the close of business for that day, even if the employee doesn't feel it is necessary to seek medical attention.

Failure to immediately report an injury may result in the refusal of coverage by state compensation. Initially when a claim is reported to one of our offices, a permanent employee of Mountain Temp Services or Mountain Professional Staffing Services will immediately go to the job site to investigate the claim. The job site will be inspected for possible safety hazards or violations and anybody involved will be questioned. When all the facts are collected we will write up an Accident Investigation Report. A first report of injury will be filed immediately with Pinnacol Assurance, upon which processing will result in the assignment of an injury claim number and a claims representative. The employee will be notified of this action in writing. It is crucial that regular communication between all medical providers, Pinnacol Assurance and the employee continue with our office for the duration of the injury or illness. We are extremely concerned about the employee's care, maximum recovery and the employee's ability to return to work. We will strive to assist in providing modified duty during the recovery period. Our goal is getting the employee back to his or her regular job as soon as possible.

B. RECORD KEEPING:

Mountain Temp Services and Mountain Professional Staffing Services will be diligent in maintaining complete records of all employee injuries and illnesses. These records will include the employer's first report of injury, the employer's accident investigation notes, the medical providers' correspondence and medical billings, Pinnacol Assurance correspondence and all other pertinent information regarding the employee's injury or illness. In addition, we will strive to maintain constant dialogue between the employee, Pinnacol Assurance and all medical providers regarding all relevant matters.

Mountain Temp Services and Mountain Professional Staffing Services will maintain whenever possible, records of employee medical histories, employee preexisting medical conditions and health problems, employee safety violations, job attendance records and all documents regarding

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safety rules and training that have been read and signed by our employees. We will also follow up on all claims to determine possible causes of injuries and accidents and ways to prevent them in the future. We feel that by utilizing extensive and comprehensive record keeping practices we will be able to ensure that injuries and illnesses are kept to a minimum and are dealt with in the most timely and effective manner possible.

C. MODIFIED DUTY:

Mountain Temp Services and Mountain Professional Staffing Services will attempt to place employees into modified duty positions after an employee has sustained an injury or illness. We want our employees to start working again as soon as possible, contingent of course, upon the status of their health. When an injured employee is put onto any medical restrictions we will write the doctor to have him or her sign off on these restrictions. After the doctor has signed off on the restrictions a Rule 6 letter will be either signed in person by the employee or sent to the employee certified. The Rule 6 letter will contain descriptions of jobs the employee can perform and jobs that we have available based on the restrictions given by the doctor. We will strive to keep an employee working on modified duty until they are released to full duty. Providing a modified position keeps up a positive outlook for the employee during the recovery period and also maintains their economic viability. The modified position will provide a less physically demanding position during the recovery period. We will assist in necessary training, review potential jobs and maintain contact with the medical provider for assistance in placing our employees.

AGREEMENT

I have read the Injury and Illness Prevention Program and will abide by and fully comply with it. I will immediately report any safety violation, including those noted by others during the course of any work assignment. I realize it is my obligation as an employee of Mountain Temp Services or Mountain Professional Staffing Services to help provide a safe and healthy workplace for all persons throughout the duration of any work assignment.

I _____ have read and fully understand the Mountain Temp Services and Mountain Professional Staffing Services Injury and Illness Prevention Program and agree to abide by it at all times.

Signature: _____

Date: _____