

# USSI

## UNITED STAFFING SOLUTIONS, INC.

*“The Pillars of Strength in the HealthCare Industry”*



### EMPLOYMENT PRACTICES

#### *Equal Opportunity/Drug-Free Employer:*

*United Staffing Solutions Inc., prides itself on being an equal-opportunity, drug-free employer. It is USSI's policy to employ, retain, promote, terminate, and otherwise treat all employees and job applicants equally on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual sex, race, color, religion, national origin, ancestry, pregnancy, age, marital status, medical condition, or physical handicap. Additionally, we reserve the right to give random drug tests, or as required, or as by requested by our Client facilities.*

#### *Training and Safety Programs:*

*We at USSI want to make sure that the workplace is a safe and healthy place to work. Accidents can be very serious, causing pain and loss of work time. We require all of our employees to pass the Safety-Hazard and Safety and Health Modules tests as required. We also give certain additional, basic instruction to our employees as follows:*

*If you see any unsafe conditions please report them immediately to your immediate Supervisor or Manager so they can be corrected, and **always report any work-related injury to your Supervisor or Manager immediately.** Based on the experience and suggestions of workers and Managers from many industries, the following “Safety Standards” have been developed. Each standard covers a practice that has proven its value in preventing accidents. Always keep them in mind when performing any daily assignment or task:*

- 1). Be sure you know the safe way to perform any duty assigned to you. If there is any question, always ask your immediate Supervisor.*
- 2). You are not expected, under any circumstances, to take unnecessary chances or to work under hazardous conditions without adequate safeguards.*
- 3). Report any unsafe conditions or unsafe practices that you observe to your immediate Supervisor or Manager.*
- 4). Walk, do not run! Always use handrails when available while ascending or descending stairs.*
- 5). Horseplay and practical jokes can be dangerous and are not tolerated.*

**Corporate Office: 12069 Jefferson Boulevard  
Culver City, CA 90230**

**Telephone: (310) 305-9999 Toll-Free: (877) 468-7737 (USSI NURSES)**

**Facsimile: (310) 306-9999**

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## **EMPLOYMENT PRACTICES (Continued):**

- 6). *Whether you believe someone is hurt or not, report all accidents to your immediate Supervisor or Manager immediately. **In case of injury, contact our Director of H.R. for instruction on seeking first aid at once.***
- 7). *Lift properly, keep your back straight, then squat down to reach the object being lifted. Do not twist your body when lifting. Shift your feet to turn, if necessary. Do not attempt to lift exceptionally heavy objects by yourself. Get help!*
- 8). *Prevent slips and falls. Watch for spills or loose objects on floors. Clean up spills immediately. Remember to always have wet floor signs placed when appropriate.*
- 9). *Electrical cords can present hazards. Do not allow cords to extend across doorways, aisles, or other walkways. When removing plugs from receptacles, always grasp the plug not the cord.*
- 10). *Use special safety equipment wherever provided—don't take a chance "just this once". That's usually when accidents happen.*
- 11). *Report any defects in equipment immediately.*

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