



**JM Family Enterprises, Inc.**

**Non-Associate Environmental, Health and Safety (EHS)**

**Guidelines**

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## Appendix A

## Temporary Worker EHS Orientation Checklist

# Environmental, Health and Safety (EHS) Temporary Worker EHS Guidance

## OVERVIEW

The purpose of this guidance document is to provide information pertaining to environmental, health and safety (EHS) training requirements applicable to temporary workers provided by staffing agencies. The guidance included herein assumes that a temporary worker's day to day supervision is performed by a JM Family Enterprises, Inc. (JM Family) and/or its subsidiaries (i.e. host employer) supervisor.

This information should be reviewed initially upon hire by the temporary staffing agency and documented on the *Environmental, Health and Safety (EHS) Temporary Worker Orientation Checklist*. A copy of the checklist is included in Appendix A.

Additional site-specific information will be conveyed to temporary workers during on-the-job training.

The EHS department can be reached via email at [EHS@jmfamily.com](mailto:EHS@jmfamily.com)

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## **SECTION I: Applies to all Temporary Workers Assigned to a JM Family Location**

### **Emergency Phone Numbers**

If an incident occurs and police, fire or ambulance is required, call 911 immediately and then call the JM Family internal security emergency number 954-429-2112.

### **Medical/Other Emergencies**

All JM Family locations are equipped with Automatic External Defibrillators (AEDs) and first aid kit. An AED is to be used to help those experiencing sudden cardiac arrest. Additional information on how to use an AED may be provided by the staffing agency. First aid supplies are provided for minor injuries or to help an injured person until full medical treatment is available.

Review the location of the closest AED and first aid kit. Refer to the Incident Reporting section for details on reporting work related injuries or potential injuries.

## **Incident Reporting**

All incidents must be reported immediately to a JM Family Supervisor or Manager as well as the staffing agency. JM Family defines an “incident” as any event or occurrence with a negative effect to people, property, product or the environment while on JM Family company time or at a JM Family location. Examples include, but are not limited to injuries, fire, explosion, chemical spills, and motor vehicle accidents.

## **Emergency Response Procedures**

Site specific, local, or regional emergencies will be delivered through the building paging system, email, and/or text. Designated Emergency Wardens are assigned at all JM Family locations and are either assigned to specific areas/floors or are a Supervisor or Manager.

All contractors should familiarize themselves with the posted Emergency Response Maps which indicate the designated assembly areas for both shelter-in-place as well as building evacuation orders.

The following sections provide immediate response actions:

### **Assess the Emergency**

Assess the situation, follow provided instructions and understand procedures related to evacuation or shelter-in-place. Emergency situations may include:

- Lightning
- Fire or explosion
- Tornado
- Chemical spill
- Flood
- Earthquake
- Workplace violence
- Civil disturbance

### **Building Evacuations**

- Assume all fire alarms are real
- Do not use elevators
- If possible, assist others needing special assistance
- Check doorknobs for heat before opening doors
- Close all doors once you leave a room
- Exit the building through the closest door
- If someone is unable to walk down the staircase, they should remain on the emergency stairwell landing of the floor they work on until Fire Rescue can assist them down

- Once outside the building proceed directly to your assigned assembly area. Temporary workers should refer to their host employer supervisor for building specific information
- Remain at the assembly area until given the all-clear by the local Fire Department
- If trapped in a room during a fire, try to alert the authorities of your location using the phone or putting a signal in a window

### **Shelter-in-Place**

Certain JM Family locations are equipped with a lightning prediction system. In the event of an alarm, temporary workers are required to follow the directions of the supervisor and seek shelter.

- Put as much distance between you and the emergency
  - In the event of a natural disaster, move to central portions of the building, away from windows and doors
- Certain JM Family locations have pre-designated shelter rooms which are indicated by a “Shelter” sign

### **Lightning Alarm Response**

Lightning prediction systems are not installed in all JM Family locations. If a temporary worker is assigned to a location with a system, the on-site orientation will include lightning alarm response procedures.

- JM Family Supervisors and Above will receive lightning alerts via text message or email and respond in accordance with protocols outlined in the site-specific Emergency Response Plan
- Facilities Associate(s) will monitor the lightning prediction system radar display for changes in conditions.
- All associates and temporary workers are expected to follow the audible and visual alerts of the system as to when to seek shelter and return to work.

### **Ergonomics**

Temporary workers may request an ergonomic assessment of their workstation or specific job tasks by contacting the EHS department. Additional ergonomic-related supplies may be provided by the host employer or the staffing agency, depending on availability and reasonable accommodation.

**SECTION II: Applies to Temporary Workers Assigned to Non-Office Departments or work locations (e.g. Vehicle Processing, Parts Distribution, Facilities, Food Services, Health & Wellness, JM Lexus, etc.)**

**Job/Function Specific Training**

Based on the job tasks, additional job/site specific training may be required. Contractors will receive training through their assigned department.

**Job/Function Specific Hazards**

Job and/or site-specific hazards will be reviewed by the Department supervisor initially upon hire or prior to exposure.

Job or site hazards may include:

- Vehicular traffic, flow and parking will be reviewed by the host employer.
- Powered industrial trucks (ex. Forklift): All operators must be certified prior to operating. Required certifications will be provided through the staffing agency.
- Bloodborne Pathogens: effected temporary workers (ex. Nurse) are required to complete a Bloodborne Pathogens Training course through their staffing agency prior to any exposure to infectious materials. Site specific procedures on sharps containers, labs, disposal, etc. will be covered by the host employer.
- Noise: Hearing protection may be required in certain areas. The host employer will explain where to get it and when to wear it.
- Slick or wet walkways: temporary workers shall respond to wet floors by cleaning, reporting or guarding.
- Heat/Cold: prolonged exposure to heat or cold should be controlled through hydration, breaks, or adequate clothing. It is the staffing agency's responsibility to ensure temporary workers have an understanding on how to protect themselves.
- Lockout Tagout: the staffing agency shall ensure basic recognition and understanding of what the lock/tag system means. If temporary workers are performing routine maintenance or repairs on equipment, the host employers will ensure that temporary workers know how to access equipment specific procedures and/or locks and tags
- Machine guarding and safety features: the host employer will explain which pieces of equipment are equipped with interlocking safety devices and understand their use and function
- Fall protection training will be provided by the staffing agency. The host employer may provide fall protection equipment depending on the job task.

### **Personal Protective Equipment (PPE)**

Certain roles and job tasks may require the use of PPE such as gloves, goggles, hearing protection or slip resistant shoes. PPE requirements and proper usage, storage and disposal should be reviewed with temporary workers by the staffing agency prior to use. Temporary workers who are expected to use PPE should have an understanding on what is required, when, how to get the PPE and how to replace when needed.

If a respirator is required, temporary workers must be medically cleared, trained and fit tested through the staffing agency prior to use.

### **Hazardous Material Transportation**

According to the Department of Transportation (DOT), hazardous materials (hazmat) are products or substances that are capable of posing a significant risk to health, safety, property, or the environment when transported by air, rail, ground, or sea. Examples of hazmat at JM Family locations include seat belt pretensioners, air bags, paint related material and aerosols.

Temporary workers that may handle and/or offer hazmat into transportation must complete the appropriate Hazardous Material Training required by the DOT. Any temporary worker who offers hazmat into commerce must be supervised by a trained hazmat associate until the required training is completed.

### **Hazardous and Nonhazardous Waste Management**

Certain operations, procedures and/or processes may generate wastes that are characterized as hazardous or nonhazardous and are therefore regulated due to the potential to harm public health or the environment. Temporary workers who encounter or generate hazardous and/or nonhazardous wastes as part of their duties will receive additional training from the host supervisor.

Temporary workers are not authorized to sign a waste manifest or determine how a waste should be managed.

### **Spill Prevention and Response**

JM Family locations that store chemicals or other regulated substances in bulk must adhere to site specific spill prevention and response procedures that are intended to protect human health and the environment. Temporary workers will receive training from the host supervisor on the site-specific spill prevention and response procedures.

Temporary workers involved in a chemical spill must immediately report the incident to their host supervisor and call 911 if necessary.

### **Hazard Communication**

Safety Data Sheets (SDS) provide chemical specific hazards, storage and disposal requirements, prescribed PPE and firefighting details. General Hazard Communication training shall be provided by the staffing agency. Chemical specific details and procedures shall be covered by the host employer.

- SDSs can be accessed through 3E-online at [www.3eonline.com](http://www.3eonline.com).
- To access the JM Family library use the following credentials:

**username:** JMFE-RTK

**password:** safety

## Appendix A

### Temporary Worker EHS Orientation Checklist

## Temporary Worker Environmental, Health and Safety (EHS) Orientation Checklist

Temporary Staffing Agencies and/or JM Family will review the applicable topics listed below with any temporary worker. Details on full training responsibilities can be found in the *Temporary Worker Environmental, Health and Safety (EHS) Guidance* document.

### **Section I: Applies to all Temporary Workers**

#### **1.0 Emergency Phone Numbers**

- 911
- 2112

#### **2.0 Medical/Other Emergencies**

- First Aid Kits
- AEDs (Automatic External Defibrillators)

#### **3.0 Incident Reporting**

- What/How to Report

#### **4.0 Emergency Response**

- Emergency Assessment
- Evacuation Procedures
- Shelter in Place Procedures

#### **5.0 Ergonomics**

- Requesting an Assessment

### **Section II: Applies to Temporary Workers working in non-office departments (e.g. Vehicle Processing, Parts Distribution, Facilities, Food Services, Health & Wellness, etc.)**

#### **6.0 Job/Site Specific Training**

- Site Specific Hazards
- Personal Protective Equipment (PPE)
- Machine Safety & Guarding

#### **7.0 Environmental Management**

- Hazardous Material Transportation
- Hazardous/Nonhazardous Waste Management
- Spill Prevention & Response

#### **8.0 Hazard Communication**

- Hazard Communication Program
- Safety Data Sheets (SDS) – 3E Database
- Chemical Labeling

#### **9.0 Additional Site-Specific Information**

- Review other pertinent EHS topics:
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